ETD Executive Committee Meeting Minutes 4 February 2015

The Executive Committee Meeting of the ETD was called to order at 4 PM on February 4, 2015 by Keith Johnson, Chair of ETD, in Palm Springs, CA. Attendees were Ed Tezak, Secretary, Ken Rennels, Treasurer, Jay Porter, Vice Chair Communications, Marilyn Dyrud, Member-at-Large, Scott Danielson, Member-at-Large, Ken Burbank, ETC Chair, Jeff Ray, Past ETC Chair, Fatih Oncul, Assistant Vice Chair for ASEE Annual Programs, Helen McNally, CIEC ETD Program Chair, Dave Goodman, Assistant CIEC ETD Program Chair, Walt Buchanan, ETD Listserv, Chuck Edmonson, JET Editor, Bob Herrick, ET National Forum and Scott Segalewitz, Membership Chair. Ron Land, Ben Uwakweh, Jim Frenkewey, Vlad Genis, and Verna Fitzsimmons were also present. Rasoul Saneifard, 2015 ASEE Program Chair, Tim Zeigler, Past ETD Chair and Marjan Eggermont, PIC II Chair were absent.

Jay Porter moved to accept the ETD Executive Committee Meeting Minutes of June 15, 2014. The motion was seconded by Marilyn Dyrud and approved unanimously.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer’s Report: Ken Rennels gave the Treasurer’s Report. The ASEE accounting group is still undergoing CY2014 close-out and an audit so official data are not available. Data that is available is based on unaudited financial statements from ASEE dated 9/30/2014. It does not include income/expenses associated with the ETD events at the ASEE summer meeting in Indianapolis. It does include deposits and disbursements made since 9/30/2014 but does not reflect potential interest income. The allocation from ASEE for the ETD Operating Account (#F024) is one dollar per ETD member which is estimated at about $580. This is a use or lose account from ASEE. The ETD BASS Account (#FB24) has a balance of $66,051.63 as of 9/30/2014. The CIEC distribution from the 2014 Conference was $6467.22. Ken will update the Treasurer’s Report when the ASEE audit is final. Dave Goodman moved to accept the Treasurer’s estimated report and Walt Buchanan seconded. The motion passed unanimously.

Program Chair 2015: Ed Tezak reported for Rasoul Saneifard, 2015 ASEE Program Chair. For the 2015 ASEE Annual National Conference, a total of 115 abstracts were received by ETD. The authors were notified of the acceptance or rejection of their submissions by the deadline. Of those submitted, 3 were rejected and 3 were withdrawn. A total of 22 sessions have been placed on the conference program for ETD activities. They include: Technical Sessions (presentations) – 14; Other Sessions – 5; Social Function Sessions – 2; and Poster Session – 1. Rasoul had no input regarding the number of sessions, and
did not know who had control over it. Recently, there was a request to include the ETD Executive Board Meeting Session and ETD Business Luncheon Session on the Conference Program, as these were on the program in the past. In this regard, he requested to add a new session to the program entitled, “ETD Business Luncheon,” and convert the Poster Session to “ETD Executive Board Meeting.” He is waiting for a response at this time. Keith had conversations with Rasoul and did not understand why he had no input.

**Vice Chair Communications:** Jay Porter reported as follows. 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 he is asking the officers from the represented groups (ETD, ETC, ETLI, and ECETDHA) to continue monitoring the website and sending updates as required. Please remember to send updates to him for posting in a timely manner. He has no other reliable way of receiving current information than through your active participation. This especially includes updated organization lists and current organization minutes. Getting these posted as soon as possible is critical to keeping memberships up-to-date with Division activities. The webpage needs to be updated with the current ETD/ASEE logo. While mockups of the new logo have been created and reviewed, Jay needs the new approved logo in a high resolution format for use in the ETD website. Marilyn Dyrud will send a high resolution logo to Jay. **Critical issue:** The IT department at Texas A&M has recently made some changes due to security concerns and state audits. One of these changes includes shutting down the server that is currently hosting the ETD website and moving all content to a new set of virtual servers. As a result, while the ETD website is currently operational, he is currently not able to make changes to the site. It is anticipated that the migration will take between two to four weeks. Please send comments, feedback and suggestions about the ETD website to Jay Porter at porter@entc.tamu.edu.

**ETD Listserv:** Walt Buchanan reported on the Listserv Members. There are 4046 total members of which 2629 are at 399 four-year colleges, 1000 are at 309 two-year colleges, and 417 members are at 355 various organizations, corporations and government. Of these 417 members 196 have non-institutional email addresses. 55 countries are represented. Jay mentioned that some demographic data might be useful. Keith mentioned that it might be useful to have subsets.

**Elections:** Tim Ziegler informed Keith that he was working on an announcement for the ETD elections. Ed Tezak indicated the following positions are up for election: ETD Chair, Treasurer, Assistant Chair for ASEE Annual Programs, Member at Large and Assistant CIEC ETD Program Chair. Tim asked the EXEC to send him nominations. ETD previously agreed to provide funds of $500 to the chairs and assistant chairs for CIEC and ASEE to attend their respective conferences and $500 for the CIEC chair to attend the CIEC planning meeting.
OTHER REPORTS:

PIC II Chair: Ed Tezak reported that Marjan Eggermont is not attending CIEC.

ETC Report: Ken Burbank provided the following report.

Engineering Technology National Forum:
The ETNF (chaired by Bob Herrick) remains vibrantly active. The effort with the Office of Personnel Management (OPM) has progressed such that a draft revision to the 0800 standard has been reviewed by the government stakeholders. While not fully favorable for ET graduates, the path to government engineering jobs is better defined. Ron Land is continuing the dialog with OPM in hopes of further influencing the 0800 standard. The NAE study funded by NSF is still underway, with Jeff Ray and Walt Buchanan representing the ET community. A workshop was held in December, and a response is being drafted for NAE consideration. A final report is due in June, perhaps in time for the Annual Meeting. The ETNF and ETC sessions at CIEC are being used to select the next action items to be addressed by this committee. Bob will generate a report after the ETNF meeting tomorrow at 0830. Jeff will present on NAE.

ETC Planned Actions for 2015: Consolidate ETLI as a committee under ETC, to provide a sustainable ET leadership voice in DC and with ASEE. This will require bylaw changes. Work with ETD to create an award nomination committee to ensure that ET is well recognized for the excellent work done by our members. Generate a value statement for our various stakeholders.

Other: Jeff Ray is running for ASEE President Elect, and would like our support.

Engineering Technology Leadership Institute (ETLI): Pat Fox provided the following report. Ken Burbank reiterated the details. The 39th Engineering Technology Leadership Institute (ETLI) was held in the nation’s capital for the second consecutive year on Friday, October 10, 2014. The theme for 2014 ETLI was “Engineering Technology: Pathways, Perspectives, and Roles.” Mr. Greg Pearson, Senior Program Officer at National Academy of Engineering (NAE) was the keynote speaker. The ETLI brought together a number of outstanding thought leaders from different aspects of education, industry, governments and NGOs from all over the United States who participated in panel sessions. The three panel sessions were: Developing Pathways to Professions in Engineering; Professional Societies Perspectives on ET Graduates; and Government and Industry Roles in Employing Engineering Technology Graduates. In addition, attendees learned about the ASEE CMC project, “Attributes of a Global Engineer” presented by Dr. Stephen Hundley from Indiana University-Purdue University Indianapolis (IUPUI). Sixty-four Engineering Technology leaders attended this one-day meeting with industry and professional leaders. Planning for the 2015 ETLI is underway. The next ETLI meeting will be held on Friday, October 9, 2015 at the Westin Hotel in Crystal City, VA.
**ASEE Program Chair 2014**: Ed Tezak reported for Ragu Athinarayanan. A total of 115 abstracts were received. Eighty four articles were reviewed and accepted for publication. Twenty six were rejected. No best paper was selected. There were a total of 20 ETD sessions as follows: Technical Sessions (presentations) – 14, Business Meeting Sessions – 6 (ETD Business Luncheon, JET, MET Dept Heads, ECET Dept Heads, Civil Dept Heads and ETD Exec Board Meetings). ETD co-sponsored 6 sessions.

**2014 CIEC**: Helen McNally reported that there were 65 ETD registrants. The following activities are planned: One Workshop, Nine Sessions, 4 paper sessions (with 23 total papers), 3 panels (ETNF, Deans and Nuts and Bolts, 1 guest speaker/workshop (Diversity with Donna Milgram) and a poster session (with 12 posters including 4 mini-grant winners). Meetings which include ETD Board Meeting, ETD Breakfast and Business Meeting, ETILI Meeting, ECETDHA Board Meeting, ETC Board Meeting, and JET Meeting. A Hospitality Event is co-sponsored with CIP. All moderators and speakers have been recently contacted. Gary Steffen is responsible for the Audio visual support. He has received the session introductory slides. 2014 Award Winners have been notified. All papers have been collected and readied for the proceedings. One update is on the way. There was some discussion about not having the Dean’s Panel. Dave Goodman indicated that as a new person he felt it would be valuable. Keith suggested we need input from new members on what would be attractive. Jeff Ray announced that ASEE is raising the registration fee for the ASEE Annual Conference and it was not approved by the Board of Directors. Vlad indicated that the paper acceptance date is after early registration which creates problems. Jeff asked if ETD needs to take a stand. Scott Danielson made a motion that the ETD Board write a letter to the ASEE Board opposing the move. Marilyn Dyrud seconded and it was unanimously approved. Marilyn and Scott agreed to work with Keith to draft it. Scott suggested targeting the dropping of page charges. Keith will circulate the draft.

**ETAC of ABET**: Steve Wendel, ETAC Past Chair, provided the following report.

**Accreditation Actions**: During the 2013-14 accreditation cycle, the Engineering Technology Accreditation Commission (ETAC) reviewed 193 programs at 70 institutions. ETAC approved: Next General Review (NGR) action for 110 programs at 41 institutions, and Report Extended (RE) action for 26 programs at 15 institutions, Interim Reports (IR) for 37 programs at 16 institutions, Interim Visit (IV) for 1 program at 1 institution and, Show Cause Visit (SCV) for 2 programs at 1 institution. There were no Not to Accredit (NA) actions in the 2013-14 accreditation cycle. Additionally, ETAC approved Termination (T) actions of 17 programs at 12 institutions.

**Trends and Activities**: International Activity – There are more accredited programs. ETAC accredited 20 programs at 5 institutions in 5 different countries in the 2013-14 cycle. Associate Degree Program Termination Actions – Termination (T) actions, 14 of the 17 (82%) were for associate degree programs, 6 of those programs were outside of the U.S. Though it is too early to conclude
that associate degree program terminations have run their course, the balance of new programs to program terminations yields a net positive for the 2013-14 cycle. There were 27 new ETAC programs accredited and 17 program terminations this year. The ETAC commission approved for second reading the program criteria changes for Fire Protection Technology. The ETAC commission approved for first reading the program criteria changes for Information Engineering Technology. ETAC of ABET has incorporated electronic voting (i-Clickers) into ETAC operations. Additionally, i-clickers were used at ETAC Sessions during the 2014 ABET Symposium, ETAC Commission Training sessions, and the Institutional Representatives’ Day at the Summer Commission meeting to promote active learning. ABET may accredit “Applied Engineering” programs through the ETAC of ABET Commission. APPM changes reflecting this activity will not be updated until after the ABET Board is reorganized.

Ken Burbank received an email from Joseph L. Sussman, Ph.D., F.ASME. It read in part,

“You need to know that those among our followers who study the details and intent of various elements of ABET documentation have identified an inconsistency between APPM language and elements of our accreditation criteria. This inconsistency is considered to be troublesome enough in certain quarters that we have been asked to proceed much more slowly with any large scale implementation of the accreditation of Applied Engineering programs within ETAC.”

**Member-at-Large:** Marilyn Dyrud reported that she, John Williams and Ron Land were charged with developing review guidelines for conference papers. They presented their plan in Indianapolis but have yet to develop the process for implementation. Ron suggested that we have to go outside ASEE for a systematic review. Marilyn updated our new ETD logo by adding the new ASEE logo. She has completed the 2012 ETE Bibliography and is about halfway through 2013. She indicated that a replacement needs eventually to be identified. This spring, she will solicit entries for 2014. She has volunteered to help evaluate mini-grant applications. There was much discussion about the quality of submissions and the inability to verify authors have made corrections. Keith suggested including this discussion in the Friday Business Meeting.

**Member-at-Large:** Scott Danielson handed out a draft of the strategic plan. He solicited comments and asked they be returned for the Friday meeting. Verna Fitzsimmons and Scott developed a survey which will be discussed Friday. Verna said that she had received 83 responses from public and private institutions. Big issues are improving our branding, marketing and recruiting.

**Tau Alpha Pi:** Dr. Michael Johnson, Tau Alpha Pi’s new Board President, provided the notes from a Tau Alpha Pi Conference Call, August 27, 2014 Participants were Ashok Agrawal, Keith Johnson, Michael Johnson, Jeff Ray, Warren Rosen, Michael Strange, John Stratton, Tengiz Sydykov. Pres. Johnson indicated a need to increase student and chapter engagement. He suggests re-
launching the paper and poster contests. He would also like to see larger presence at the regional and national ASEE conferences. John Stratton commented that presence at regional and national conferences is expensive and the financials of such approach should be considered first. Jeff Ray repeated Susan’s Scachitti comments from previous Board meetings about prioritizing HQ efforts. By focusing on reactivating individual chapter activities, we can build up to student engagement on the regional and national levels. ETC and ETD chairs could communicate directly with regional representatives about assisting HQ in chapter outreach efforts. Ashok Agrawal noted that the HQ holds an administrative role only. It is important for the President and the Board to remain active and provide guidance. A LinkedIn group page is available as an online community portal for Tau Alpha Pi members, alumni, and faculty advisors. The group page was started in 2008 by Bert Pariser, a faculty advisor at Technical Career Institute (New York Lambda), and now has more than 500 members. The group members are not very active in communicating with one another. Tengiz uploads articles and news from the ASEE Connections newsletter to provide some content. It is desirable to grow chapter involvement to a level when administrative access is granted to faculty advisors and the platform is used for periodic news on chapter activities. Please visit the following URL to view Tau Alpha Pi on LinkedIn - https://www.linkedin.com/groups?home=&gid=116332&trk=anet_ug_hm. It is a closed group, so please request to join.

**JET:** Chuck Edmonson presented the following report. The current account balance is $93,234.74. The Fall 2014 JET issue was published and mailed to subscribers in November 2014. Five (5) manuscripts are currently in the second round of peer review and are being prepared for the Spring 2015 issue of JET. There are currently three (3) additional manuscripts in various stages of review, that, if successful, will be part of the Fall 2015 issue. The Editorial Board will have a transition of positions effective with the June 2015 ASEE meeting in Seattle. We published an ad in the September issue of the Prism and another for March.

**NEW BUSINESS**

**Membership:** Scott Segalewitz is working on a strategy to see if we can recruit other members of ASEE to ETD. He needs a list of benefits of ETD membership beyond JET and Mini-grants.

**Mini-Grants:** Ken Rennels reported on Mini-Grants. One of the 2014 awardees requested waiver of rules of the mini-grant requirement, i.e., to publish and attend the CIEC due to the health of his mother. The Board decided to have him present next year. Ken gave thanks to Ron Land, Marilyn Dyrud and Pat Fox who helped him rate the applications. The top applicant did not supply a letter of support and was discounted. He will be instructed to reapply next year. Ken proposed to fund the remaining top rated application and partially fund the second applicant. Scott Danielson moved to fund the top applicant for $4,900 and to fund approximately half of the $9,925 requested by the second best applicant. Walt Buchanan seconded and the motion passed unanimously.
The meeting was adjourned at 6:10 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division

Engineering Technology National Forum
ASEE-ETC Subcommittee
2014 ASEE Conference – ETNF Report for ETC and ETD

Submitted by Robert Herrick, Chair of ETNF 2/5/2014

1. The 2014 CIEC ET National Forum was held Wednesday 2/5/2014 at 11:00 AM in Savannah, Georgie. Session led by Robert Herrick and included:
   - OPM project status – Ron Land
   - NAE update on newly launched 18-month study – Ken Burbank
   - Marketing and Branding – John Williams
   - 2013 ETLI Outcomes – Jeff Ray
   - ETNF Future National Strategic Directions (participant input) – Robert Herrick, et al.

Input to be discussed and analyzed by ETLI planning committee and the ETNF.

In 2013 the ETNF converted from three (3) formal sessions per year to holding two (2) formal ETNF sessions at ASEE and CIEC national conferences with the ETLI conference
becoming an informal end-of-conference assessment by ETNF leadership. The 2013 ETLI was held in Crystal City (DC) and was transformed into a 1-day Friday conference with a plenary speaker and three (3) panels. The evening banquet evolved into a combination of a banquet followed by input around the room after dinner. The post banquet social time of discussion will become an official part of the ETLI to gather feedback on present and future strategic ETC-ETNF focused activities. Refer to ETLI report for details.

The next three annual ETLI conferences will be held in Crystal City (DC) based upon the success of the 2013 ETLI success. ETLI and ETNF is looking to expand this 1-day Friday conference into a Thursday-Friday meeting with Thursday dedicated to a focused effort on outreach to DC based constituents and government agencies.

2. Ken Burbank leading effort with NAE. to produce an NSF funded ET Study. The NAE just launched an 18-month, NSF funded study. Walter Buchanan and Jeffrey Ray are serving on a 12-person commission for this study which will be initiated March 21, 2014. There will be a public meeting in November, 2014 open to others. Details from Ken Burbank are attached with more information on the study and a full commission list.

3. Ron Land is the leading effort with the U.S. Office of Personnel Management (OPM) on GS800 federal description of engineering position. Significant progress with several conference calls and face-to-face meetings in DC with OPM personnel and federal agencies that use engineers. A major review was conducted over the past year of a proposal to allow graduates of BSE and BSET ABET approved programs to apply for Federal Engineering positions. We are currently awaiting a revised version of a new draft to go through a second review cycle.

4. ETNF continues to work with immediate past Chair of ABET ETAC (currently Amit Bandyopadhyay) as a major liaison.

5. ETNF leadership team continues to meet routinely between formal sessions for continuity of effort.

NAE STUDY

THE STATUS, ROLE, AND NEEDS OF ENGINEERING TECHNOLOGY EDUCATION IN THE UNITED STATES

PROJECT GOAL AND OBJECTIVES

The goal of this workshop-based consensus project is to shed light on the status, role, and needs of engineering technology education in the United States. The project will address the following objectives and questions:

- Review the status and history of the production and employment of engineering technologists and technicians in the United States. Such a review should address not only the number and discipline-focus of graduates from engineering technology programs but also their demographic characteristics (race, gender, socio-economic status), academic preparation (e.g., participation in career and technical education programs, experience with K-12 engineering coursework), and distribution by sector, job role/category, and geographic region.
• **QUESTION**: What are the significant trends and patterns in the production and employment of engineering technologists and technicians?

• Gather available data and explore private- and public-sector employer perceptions regarding the adequacy of the supply of engineering technologists and technicians as well as the appropriateness of the knowledge and skills they bring to the workplace.
  
  o **QUESTION**: What aspects of engineering technologist/technician performance in the workplace are most valued by employers and where are such workers seen to fall short of expectations or needs?
  
  o **QUESTION**: Is there evidence for shortages or oversupply of engineering technologists/technicians regionally or within particular employment sectors or job categories?
  
  o **QUESTION**: How is increasing automation, and technological developments more generally, changing the nature of work for engineering technicians and technologists?

• Describe the characteristics of U.S. engineering technology education programs related to such things as curriculum and faculty professional development; outreach to/partnerships with K-12 schools, industry, and other organizations; and communication and collaboration with engineering education programs.
  
  o **QUESTION**: To what degree are curricula, professional development, and institutional policies supporting or hindering efforts to meet employer needs and expectations?
  
  o **QUESTION**: In what ways and to what effect are engineering technology programs connected to other parts of the K-16 education system, including engineering education?
  
  o **QUESTION**: How transferable (e.g., to different technology types, regions, or career paths) are the knowledge and skills learned in engineering technology programs?
  
  o **QUESTION**: What is the extent and nature of articulation between and among two- and four-year engineering technology programs and between these programs and engineering programs?

**COMMITTEE ON ENGINEERING TECHNOLOGY EDUCATION**

(January 2014)

**CO-CHAIRS**

*Katharine Frase*, Vice President and Chief Technology Officer, IBM Public Sector  
*Ronald M. Latanision*, Senior Fellow, Exponent, Inc.

**MEMBERS**

*Walter Buchanan*, Professor, Texas A&M, Dept. of Engineering Technology and Industrial Distribution
**Imelda (Mel) E. Cossette**, Executive Director, National Resource Center for Materials Technology Education, Edmonds Community College

**Werner Eikenbusch**, Manager of Talent Management for Corporate HR, BMW Manufacturing Co., LLC

**Christopher Fox**, Manufacturing Engineering Teacher, Atholton High School, Howard County, Maryland

**Joyce Gleason**, Educational Consultant, Punta Gorda, Florida

**Daniel Hull**, Executive Director, National Center for Optics and Photonics Education

**Sharon Levin**, Emeritus Professor of Economics, University of Missouri, St. Louis

**Jeffrey Ray**, Dean, Engineering Technology and Management, Southern Polytechnic State University

**Michael Richey**, Associate Technical Fellow, The Boeing Company

**Melvin Roberts**, Dean, Division of Business, Computer and Technical Studies, Camden County College

**James L. Stone**, Director, National Research Center for Career and Technical Education

**Will Tyson**, Associate Professor, Department of Sociology, University of South Florida

**Timeline:**
First meeting of the panel will be mid-March 2014.
Large, public workshop in September 2014.
Publish final report in June 2015.