ETD Executive Committee Meeting Minutes 5 February 2014

The Executive Committee Meeting of the ETD was called to order at 3:30 PM on February 5, 2014 by Keith Johnson, Chair of ETD, in Savannah, GA. Attendees were Ed Tezak, Secretary, Ken Rennels, Treasurer, Tim Zeigler, Past ETD Chair, Ragu Athinarayanan, Vice Chair for ASEE Annual Programs, Marilyn Dyrud, Member-at-Large, Bob Herrick, ET National Forum, Jeff Ray, ETC Chair, Angie Hill Price, CIEC ETD Program Chair, Jay Porter, Vice Chair Communications, Scott Danielson, Member-at-Large, Helen McNally, Assistant CIEC ETD Program Chair, Walt Buchanan, ETD Listserv, Chuck Edmonson, JET Editor. Ron Land, John Williams, Abi Aghayere, Ben Uwakweh, W. Fitzgibbon, Austin Asgill, Pat Fox, Ken Burbank, Mileta Tomovic, Scott Dunning and Verna Fitzsimmons were also present. Stan Klemetson, Assistant Vice Chair for ASEE Annual Programs, Amit Bandyopadhyay, ETAC ABET and Cathy Skokan, PIC II Chair were absent.

Tim Zeigler moved to accept the ETD Executive Committee Meeting Minutes of June 23, 2013. The motion was seconded by Walt Buchanan 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 to $580. This is a use or lose account from ASEE. The ETD BASS Account (#FB24) has a balance of $91,568.38 up from $70,186.45. There will be some expenses to be paid from this amount, including the honorarium of $1000 each for three Best Paper Awards and $15,000 that was allocated at the 2013 ASEE Conference for mini-grants in 2013. Of these expenses, $580 will come from the operating account, with the remainder coming from the BASS account. The CIEC distribution from the 2013 Conference was $17,654.07. The amount this year will be less. ETD was out of money in 2002 in Montreal at which time the division started collecting dues and stopped supporting the JET. In addition, the CIEC distribution has helped. Ragu Athinarayanan moved to accept the Treasurer’s report and Ron Land seconded. The motion carried unanimously.

Program Chair 2013: Ragu Athinarayanan reported as follows: For the 2014 ASEE Annual Conference, several announcements were made through the ETD ListServ requesting abstracts, session titles, and workshops. Abstract submissions for ETD began on September 9, 2013, and ended on October 20, 2013. A total of 122 abstracts were received. The authors were notified of the acceptance or rejection of their abstracts by November 9, 2013. Of those accepted abstracts, 13 were withdrawn by the 1/5/2014 deadline for draft papers. As of today seven papers/abstracts were rejected by the reviewers. Eighty five
articles are presently in draft stage and have been (or are being) reviewed. Ten papers are in the final stage. Fifteen authors missed the draft paper submission deadline of 1/5/2014. A total of 46 colleagues reviewed abstracts and papers. Furthermore, 22 sessions have been requested of which 14 are Technical Sessions (presentations), 8 are Business Meetings, and 2 are Social Functions. ETD has also accepted co-Sponsorship for 6 sessions, including: 2 panels of invited speakers, 2 Business Meetings, 1 Social Function, and 1 Distinguished Lecture. ETD is currently reviewing sessions and will confirm all arrangements by the deadline of April 27, 2014. There has been discussion about the Best Paper Award and ETD Program Chair will soon be making a decision on how to come up with criteria for the best paper award. Jeff Ray announced that there were two incorrect dates in the program. Also the Berger Luncheon was listed as $25. Ragu pointed out that that had been fixed and set at $85. There will be no ASEE awards banquet on Wednesday. Awards will be given out on Monday 4:30 to 6:30 PM. Farewell reception will be Wednesday at no cost.

**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 Jay is asking the officers from the represented groups (ETD, ETC, ETLI, and ECETDHA) to continue monitoring the website and sending him updates as appropriate (see below).

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. The officer lists have been updated as they are received.

Everyone was reminded to send updates to Jay for posting in a timely manner. He has no other reliable way of receiving current information than through active participation of members. This especially includes updated organization lists and current organization minutes. Getting these posted as soon as possible is critical to keeping the memberships up to date with our activities. He has also put the new logo on the ETD website. There was discussion about picking the color for the logo. (Action item for Jay Porter.)

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 4215 total members of which 2709 are at 407 four-year colleges, 1090 are at 332 two-year colleges, and 416 members are at 360 various organizations, corporations and government. Of these 416 members 194 have non-institutional email addresses. The membership now has 59 countries represented.
Elections: Tim Ziegler reported on the ETD elections. The following positions are up for election: Vice Chair Communications, Secretary, Assistant Vice Chair for ASEE Annual Programs, Member at Large and Assistant CIEC ETD Program Chair. Tim asked about the nominating committee. He asked the EXEC to send him nominations.

OTHER REPORTS:

PIC II Chair: Ed Tezak reported for Cathy Skokan.

She needs volunteers for reviewers for the PIC Best Paper. Last year she had a great group that made the process an easy one. She should receive up to 11 papers and would like to limit the paper review to two or three per reviewer. She is also in need of an informal PIC II assistant for the annual meeting. She tries to attend every business meeting, but sometimes there are three business meetings at the same time. She is looking for a volunteer.

The time line reminder for Best Paper.

- Divisions and Constituent Committees submit their Best Paper (one per group) to their respective PIC Chair
- Each PIC Chair selects the Best Paper from their PIC
- From the five Best Papers selected from each PIC, the Best Conference Paper is selected by the PIC chairs and provided to ASEE

The topics that were discussed over the weekend at the PIC Chair meeting:

- Reviewed and looked at updates to the Special Projects Fund call for proposals
- Reviewed Best Paper process
- Responded to Board request for method to increase paper quality,
- Suggested Rubric for Best Paper be used for all paper reviews recognizing that individual divisions/constituent committees might have additional criteria
- Reviewed deadlines and reaffirmed a desire to make them firm and to try to avoid holiday seasons
- Feeler out for a new constituent committee in Optical Engineering coming from a growing interest in optics and photonics
- ASEE web site needs revision, especially in the search engine

Ron Land and Marilyn Dyrud volunteered to serve as PIC reviewers. There was much discussion on how we review and decide on the Best Paper. Ed Tezak suggested we look at the rubric that Cathy Skokan wants to use for the PIC selection. Ron Land stated that we already have developed review guidance that he and Ed Tezak and Ron Rockland used in the past to review papers. However, it has fallen into disuse. It was pointed out that there is a box to be checked for Best Paper which reviewers can now use. Since ETD has not used Ron’s criteria or provided other guidance to reviewers it was decided that Ragu should check which papers had the Best Paper Box checked and decide which papers should
be candidates for the award. These papers will then be forwarded to the Executive Committee for a vote. Tim Zeigler reminded the committee that the winner must present the paper at the ASEE Conference to get the award.

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

**Engineering Technology Leadership Institute (ETLI):**

Held for the first time in 38 years in Washington, D.C. on Friday, October 4, 2013. The Institute was focused on the “Impact of the B.S. Engineering Technology Graduate on the U.S. Workforce”. Eighty registered attendees attended the conference from multiple academic, professional societies, and government and non-government entities, not including ASEE Staff. Overall feedback from an ASEE conducted survey was positive. Planning for the 2014 ETLI is underway; the conference will again be held in Arlington, VA. A contract has been signed to hold the ETLI through 2016 at the same location. The 2014 ETLI will be held on Friday, October 10, 2014.

**Engineering Technology National Forum (ETNF):**

Bob Herrick (ETNF Chair) and the team have been active with several activities involving the Office of Personnel Management (OPM) and the National Academy of Engineering (NAE). A draft of a new OPM 0800 standard is being reviewed based on work by ETNF leadership. An NSF-funded study has been awarded for an NAE study entitled “Status, Role, and Needs of Engineering Technology Education in the United States.” This study is based on meetings of the ETNF Leadership with NAE. The ETNF leadership is meeting regularly via teleconference to move forward in their initiatives. The complete ETNF and NAE reports are attached below.

**ETC Upcoming Action Item:** Formation of additional task force committees to stay in line with ASEE’s Long Range Planning (LRP) initiatives.

Jeff Ray announced that he is a candidate for the PIC II Chair.

**Program Chair 2013:** Ed Tezak reported for Rasoul Saneifard. For the 2013 ASEE Annual National Conference, a total of 122 abstracts were received. Of those accepted abstracts, 7 were withdrawn. 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, but only 28 were needed and were: Technical Sessions (presentations) – 18, Business Meeting Sessions – 8, Social Function Sessions – 2.

**2014 CIEC:** Angie Hill Price reported on the current conference. The ETD offerings for the 2014 CIEC consist of five paper sessions, three panel sessions: National ET Forum, ET Dean’s Panel, JET Board Members presentation on
publishing, and a free workshop: “Expanding Student Engagement and Sustainability of Tau Alpha Pi Honor Society”. A joint hospitality session sponsored by all of the divisions is being offered on Wednesday evening of the conference. The ETD has 54 registered attendees as of 1/31/14, with 213 attendees overall. This conference total includes 23 who did not identify a division. The total attendance for the 2013 CIEC in Phoenix was 245. The final number of ETD paper presentations is 20. In addition, one paper was accepted, then withdrawn by the presenters due to lack of travel funding. Papers were not submitted for seven additional abstracts that were accepted. Hospitality session supported.

**ETAC of ABET:** Scott Dunning announced that effective immediately, CMAA is an ABET Member Society with lead responsibilities for construction management. As the lead society for construction management, CMAA has the ability to develop program-specific criteria for the construction management discipline. - See more at: [http://www.abet.org/cmaa-joins-abet/#sthash.vaeyfaTo](http://www.abet.org/cmaa-joins-abet/#sthash.vaeyfaTo).

**Member-at-Large:** Marilyn Dyrud reported that her major activity has been distributing the new logo to whoever needs it. She, John Williams and Ron Land were charged with developing review guidelines for conference papers. They have traded some information and plan to have the document ready for the ASEE Conference in Indianapolis.

**Member-at-Large:** Scott Danielson reported that the 2007 version of the Strategic Plan is on the ETD Website. He has the 2012 version as well as the old 2006 word version. The ETC plan is what the ET Forum is doing but not what ETD should be doing. ETD should concentrate on benefits to the members. There were three goals and associated strategies from the 2012 version.

- Strengthen ETD as the organization that supports engineering technology faculty.
- Providing scholarship opportunities for faculty.
- Assess value proposition and how best to deliver the VP for ETD membership.

Scott suggested that the Goals may remain but the strategies to accomplish them need to be updated. Jeff indicated that the decline of ETD membership needed to be addressed. Verna Fitzsimmons volunteered as well as Ken Burbank to help work with Scott.

**Tau Alpha Pi:** Ed Tezak reported for Tengiz Sydykov.

**Chapter and Membership Status**
Currently there are 81 active chapters. In calendar year 2013, fifty-four Chapters inducted 488 new members. For 2013 both institutional membership and the number of inductees are significantly below the average mark as compared to the previous three years.
New Chapters

Gaston College, a public community college in Dallas, NC, applied to establish a Tau Alpha Pi chapter. University of Maine re-established their chapter after being inactive for five years. Chattanooga State Community College, a public community college in Chattanooga, TN, is in the process of submitting the required documents to establish a Tau Alpha Pi chapter.

Inactive Chapters

The following chapters have not had an inductee for five consecutive years and will go into inactive status in 2013. If you know anyone at these schools, please reach out to them.

- Broome Community College (2008)
- DeVry, Kansas City (2008)
- Devry, Dallas (2007)
- DeVry University, Pomona (2008)
- Lake Land College (2007)
- University of Toledo (2008)

Financials

Although Tau Alpha Pi remains financially solvent, we need to look for ways to enhance the revenue streams. Some of the possible new revenue sources could be through sales of memorabilia, expansion of membership to graduate students, and sale of popular consumer products (i.e. flash drives) as fundraisers at local chapters. Tau Alpha Pi Board is planning to reach out to colleges with ABET accredited ET programs which have not established a local chapter.

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<th>FY 2011</th>
<th>FY 2012</th>
<th>FY 2013</th>
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Recent Activity

- Tau Alpha Pi web-site has been updated to a new platform WordPress. WordPress allows for easy updates to the web-content as well as a refreshed design. This change creates savings in terms of ASEE-IT labor charges.
- Poster design competition has been created to increase student involvement on campuses. An announcement has been circulated amongst Chapter Advisors to pass along to the student members. Information on the poster design competition is attached.
A survey was created to collect feedback for the headquarters to better understand needs and challenges of the local chapters. The survey is accessible through the following link: https://www.research.net/s/DJ3CTM3 Please feel free to contact Ashok Agrawal (a.agrawal@asee.org) or Tengiz Sydykov (t.sydykov@asee.org) should you have any questions.

Jeff Ray reported the Tuesday workshop produced some good suggestions and asked ETC for help.

**JET:** Chuck Edmonson reported that the current account balance is $85,166.25. The Fall 2013 *JET* issue was published and mailed to subscribers in November 2013. Four (4) manuscripts have been accepted for publication after undergoing successful Peer and Editorial Board reviews. These manuscripts have been copy edited by the Communications Editor, Marilyn Dyrud, and are scheduled for the Spring 2014 issue of *JET*. The copy-edited manuscripts and authors’ contact information have been sent to the Copy Editor, Susie Sarapin. There are currently four (4) additional manuscripts in various stages of review, that, if successful, will be part of the Fall 2014 issue. The Editorial Board had a transition of positions effective with the June 2013 ASEE meeting in Atlanta. The Board now consists of:

- Editor-in-Chief: **Charlie Edmonson**
- Production Editor: **Vladimir Genis**
- Manuscript Editor: **Susan Scachitti**
- Advertising Editor: **Walter Buchanan**
- Communications Editor: **Marilyn Dyrud**
- Financial/Subscription Editor: **Thomas Hall**
- Copy Editor: **Susan Sarapin**
- Past Editor: **Abi Aghayere**

**OLD BUSINESS:**

**Action Items:** Ed Tezak previously sent out the action items and asked everyone to annotate them and return to him. ETD action items will be updated.

**NEW BUSINESS**

**Mini-Grants:** Ken Rennels reported on Mini-Grants. Last year ETD gave out 3 Mini-Grants. A primary requirement was that they present at CIEC or publish in JET. Two Red Stars presented in this year’s CIEC. Twelve grants were submitted this year towards the allocated $15,000 that was approved at the 2013 ASEE Conference. The committee come up with 6 possible projects which totaled $14,990. Five reviewers were used. Right now the recipient gets 50% of the grant up front and the rest after results are presented at conference or published in the JET. The school is required to provide matching funds, typically in the range of 50% of the total project cost. Marilyn suggested that guidance be updated on grant award criteria. Jay Porter suggested that ETD scrutinize the
requirements for matching funds as one of the items used to decide on acceptance of the Mini-Grant proposals. (Action item for Ken Rennels?). Walt Buchanan moved to accept the 6 proposals. Abi Aghayere seconded to accept and the motion carried. Jeff Ray indicated that mini-grants should be targeted for new faculty as seed money.

**Teleconferencing:** Ken Rennels suggested that ETD think about the possibility of using teleconferencing for ETD Board discussions as the other 3 divisions do. They conduct monthly teleconferences.

**CIEC Liaison:** Scott Dunning noted that the other CIEC Divisions have the same leaders every year. This is important with respect to the rotating General Chair responsibility that arises every four years for ETD. ETD lacks continuity in this respect. He suggested establishing a liaison position with a five year commitment. He is willing to volunteer for the time being as liaison.

**National ET Forum and Strategic Plan:** Bob Herrick reported that ETNF leadership individuals are funding themselves for ETLI and travel to DC for efforts to support the ET Forum. Jay asked if it was possible to be a Mini-Grant proposal. After much discussion it was decided that it was more appropriate to make a separate request once each year to the Executive Board.

The meeting was adjourned at 5:35 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division
1. The 2014 CIEC ET National Forum was held Wednesday 2/5/2014 at 11:00 AM in Savannah, Georgia. 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*
   - 2014 ETLI Direction (participant input) – *Jeff Ray, 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. ETFN 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.
  - 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?
  - QUESTION: Is there evidence for shortages or oversupply of engineering technologists/technicians regionally or within particular employment sectors or job categories?
  - 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.
  - 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)

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

MEMBERS
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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.