ETD Executive Committee Meeting Minutes 6 February 2013

The Executive Committee Meeting of the ETD was called to order at 4:05 PM on February 6, 2013 by Tim Zeigler, Chair of ETD, in Phoenix, AZ. Attendees were Ed Tezak, Secretary, Ken Rennels, Treasurer, Rasoul Saneifard, Vice Chair for Annual Programs, Ragu Athinarayanan, Assistant Vice Chair for Programs, Walt Buchanan, ETD Listserv, Marilyn Dyrud, Member-at-Large, Babak Beheshti, 2012 CIEC ETD Chair, Bob Herrick, ET Forum, Jeff Ray, ETC Chair, Abi Aghayere, JET Editor, Carol Richardson, ETAC ABET and John Williams, Past ETD Chair. Ron Land, Austin Asgill, Keith Johnson, Elaine Cooney, Helen McNally, Pat Fox, Ken Burbank and Verna Fitzsimmons were also present. Angie Hill Price, CIEC ETD Vice Chair, Fred Walker, Member-at-Large, Jay Porter, Vice Chair, Communications were absent.

John Williams moved to accept the ETD Executive Committee Meeting Minutes of June 10, 2012. 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. ETD is in excellent condition. The ETD Operating Account (#FO24) has a balance of $590.00. 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 $75,347.58. We took in $13,092.76 from CIEC. ETD had a positive cash flow for the Annual ASEE meeting for the first time. The allocated amount of $5,000 for mini grants was approved last year. Elaine Cooney moved to accept the Treasurer’s report and Ragu Athinarayanan seconded. The motion carried unanimously.

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. Abstract submissions for ETD began on August 1, 2012, and ended on September 21, 2012. 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 Of those accepted abstracts, 10 were withdrawn by the 1/7/2013 deadline for draft papers. As of today eight papers/abstracts were rejected by the reviewers. Seventy eight articles are presently in draft stage that have been (or are being) reviewed by the reviewers. Four papers are in the final stage. Twenty six authors missed the draft paper submission deadline of 1/7/2013. A total of 168 colleagues reviewed abstracts and papers. Furthermore, a sum of 31 sessions have been requested to accommodate ETD activities, and are shown as follows: Poster Session – 1, Technical Sessions (presentations) – 20, Business Meeting Sessions – 8, Social Functions Sessions – 2. There was discussion about the Best Paper Award. Rasoul is waiting for the late submissions to be evaluated before making a decision. There was more discussion concerning reviewers and the use or non-use of the paper rating criteria.
**Vice Chair Communications:** Ed Tezak reported for Jay Porter that 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 ([porter@entc.tamu.edu](mailto:porter@entc.tamu.edu)) updates as required. Recent changes to the website include: JET Website has been updated based on feedback from Tom Hall. Conferences section has been updated. Appropriate minutes and officer lists have been updated based on information either sent in from the different organizations or from information available on the web. Comments, feedback and suggestions about the ETD website should be sent to Jay Porter at [porter@entc.tamu.edu](mailto:porter@entc.tamu.edu).

**ETD Listserv:** Walt Buchanan reported on the Listserv Members. There are 4170 total members. There are 2725 at 400 four-year colleges, 1030 members at 333 two-year colleges and 411 members at 352 organizations, corporations and government. There are 197 subscribers with non-institutional email addresses. There are now 56 countries represented.

**Elections:** John Williams reported that the announcement was sent out January 29, 2013 and we are seeking nominations for Chair, Assistant Vice Chair for Programs, Treasurer, Member at Large, and 2014 Assistant CIEC ETD Program Vice Chair. He asked for nominations to be closed February 8, 2013. Nominations are trickling in. Ron Rockland has agreed to host the election when the slate is complete. Please see if there is anyone that you can encourage or nominate so we can have at least two nominees for each position. Send nominations to [WilliaJC@alfredstate.edu](mailto:WilliaJC@alfredstate.edu). There was discussion about funding some positions to the conferences. Discussion followed. Ken Rennels moved to allocate a total of $4,500 to support travel for newly elected assistant program chairs for the CIEC and ASEE conferences for their two year obligation. That involves four awards of $500 for the ASEE Program Chair-elect and 5 for the CIEC Program Chair-elect. Walt Buchanan seconded and the motion passed unanimously. After more discussion Ken Rennels moved to allocate $2,000 for the current incoming chairs for ASEE and CIEC. This is $500 for the ASEE Program Chair and three awards of $500 for the CIEC Program Chair. Pat Fox seconded and the motion passed unanimously. John Williams agreed to include this information in his request for nominations.

**ETD Strategic Plan:** Fred Walker did not attend the conference. He sent in a list of three strategies. Tim Ziegler mentioned that someone should take ownership of the Strategic Plan and work with ETC. Jeff Ray suggested restructuring the duties for the Strategic Plan. Jeff Ray agreed to work with Marilyn Dyrud to formulate a plan to proceed. Carol Richardson agreed to approach Fred Walker to get him to work with Marilyn.

**OTHER REPORTS:**
PIC II Chair: Cathy Skokan was not present.

ETC Report: Jeff Ray reported that the ETC Exec Board met in October at the ETLI. The next Board Meeting is this coming Friday at 9:15 AM. They are discussing restructuring to be more like the Engineering Deans Council. Regular scheduled meetings will occur. They need to elect 2 directors and a Secretary/Treasurer. Next year they are looking for a chair to replace Jeff Ray.

Program Chair 2012: Keith Johnson reported for on the 2012 Annual Conference. A total of 128 abstracts were submitted, 7 were rejected and 116 are in draft form, 5 authors withdrew their papers. There were 140 reviewers. Thirty five total sessions were scheduled, 22 technical, 9 business meetings, 2 workshops and 2 social events, i.e., McGraw dinner and Berger luncheon. Monolith did not cross check divisions so conflicts developed where folks were scheduled in sessions at the same time.

2013 CIEC: Babak Beheshti reported that all ETD Board meetings were moved at their request to lower the number of days at the conference. ETD has 6 paper sessions and 1 panel discussion. Initial submissions were 38, 25 accepted and 25 still scheduled for presentation. The number of attendees at CIEC is currently 219, with 62 reporting membership in ETD. Ken Rennels will send out post conference CDs for those who want them. There was a discussion on copyright issues and publication of presentations. Ken and Marilyn will take on the action to formalize instructions for authors. Ken asked whether the ETD should continue the new schedule for this year or return to the old schedule with the ETD Board meeting on Monday. Please comment on this issue on the conference evaluation sheets.

TAC of ABET: Carol Richardson, Past Chair ETAC ABET, reported that during the 2011-12 accreditation cycle and summarized her report that she gave at the ET National Forum. Summary follows. The Engineering Technology Accreditation Commission (ETAC) had 32 general reviews, 21 interim reports, four interim visits, and one termination visit. All general reviews and new visits this year were conducted using the new ETAC harmonized criteria and the revised Accreditation Policy and Procedures manual (APPM). In addition, the Commission evaluated 23 new programs and terminated twelve programs at seven institutions. With extensions and terminations, the commission evaluated 193 programs at 78 institutions, a slight decrease of 11 programs and four institutions from the previous year which was up significantly from two years ago. For this cycle, there were no Show Cause Reports or Visits or Not to Accredit actions. ETAC accredited 14 programs in four different countries. Program Educational Objectives, PEOs, are no longer required to be assessed vis-à-vis attainment. ETAC officially approved rewording of the ETAC Scope Statement. The complete report is attached. Carol asked if there was any interest in an ABET workshop. There seemed to be interest. Carol will notify ABET of the interest to set it up.
Member-at-Large: Marilyn Dyrud reported on the archives and ETD Logo contest. Last year, Larry Wolf agreed to fulfill the historian position. This summer, however, he indicated that he would have to resign, due to health issues. So ETD is still minus an historian for the division. Since the summer meeting, Marilyn sent out notices via the listserv, announcing the logo contest and soliciting entries. The deadline was October 15, and 26 entries were received from all over the country. Both faculty and students sponsored by ETD faculty sent in designs. After reconstituting the committee, final voting was possible. The committee included Ken Rennels, Ron Rockland, Tim Ziegler, and Scott Dunning. One other person had volunteered but was non-responsive. There were 5 finalists and the winner was Matt Ryker, a grad student at Purdue. Marilyn thanked those who served as judges. Ken Rennels moved to add the logo to the table skirt upon final approval. Ken Burbank seconded and the motion passed unanimously. Last year, the Division decided to adopt for Chicago style formatting for the ETD website. Very recently, the section on manuscript requirements was updated to include more specific information on formatting details (font, size, justification, etc.).

Tau Alpha Pi: Tengiz Sydykov has replaced Warren Sallade as the ASEE point of contact. Tau Alpha Pi currently has 81 active chapters. In calendar year 2012, Tau Alpha pi inducted 521 new members. The 521 inductees came from 54 of the 81 active chapters. These numbers compare unfavorably to 2011 calendar year which ended with 85 chapters and 583 inductees. Efforts are being made to assist current chapter members with networking opportunities. The 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 380 past Tau Alpha Pi members registered on this site. We have started the process of updating our chapter advisor contact lists. We are also attempting to collect contact email addresses for Tau Alpha Pi students and alumni to build a stronger network. Any help/suggestions are greatly appreciated. There are two (2) vacant seats on the board of directors. Justin Jackson, past-president, and Stanley Ihekweazu have retired from their positions on the BOD. We are actively seeking nominations and are hopeful that chapter advisors will become board members. Terms are for 2 years with an option of renewing for an additional 2 years.

JET: Abi Aghayere reported the following: Current Account balance = $75,666.80 (Due to Accounts Receivable, the Projected Balance = $85,310.30). The fall 2012 JET Special Issue on “The Future of Engineering Technology Education” was published. There were 4 papers in the issue plus a guest editorial by the ASEE President, Walt Buchanan. The Guest Editors for the special issue were Tom Hall and Niaz Latif. A number of copies of the fall and spring 2012 issues of JET have been sent to officers of NAE, ASCE, and ABET to create more exposure for Engineering Technology. Spring 2013 JET issue is well on track. There will be five papers in the issue. There are also a number of papers in the review pipeline for the fall 2013 issue. The current JET Editor-in-Chief (EIC), Abi Aghayere, will be transitioning out of that role to the role of ‘Past Editor’ at the June 2013 JET Board meeting, and the current Production Editor, Charlie Edmonson, will transition into the role of the EIC. The current Manuscript Editor, Vladimir Genis, will transition into the role of Production Editor. The Board has
recruited a new JET Manuscript Editor, Susan Scachitti from Purdue Calumet, who will assume her role at the June 2013 JET Board meeting. Members of the JET Editorial Board and Niaz Latif will be presenting a panel session at the CIEC 2013 titled “Writing for Publishing in JET.” Panel members include Marilyn Dyrud, Vlad Genis, Charlie Edmonson, Abi Aghayere and Niaz Latif. Work on populating the JET Website is progressing well, with several new documents sent to Jay Porter to be uploaded to the site. JET Website: http://www.engtech.org/jet/JETHome.html.

NEW BUSINESS

Action Items:  ETD action items were updated.

Mini-Grants:  Ken Rennels received three mini-grants proposals. All were EET. All grants met requirements. TITLE: Design of Simulation-Based Wireless Communication Laboratories $3,240. PROJECT DIRECTOR: Te-Shun Chou, Assistant Professor, East Carolina University, Department of Technology Systems, Greenville, NC. TITLE: A Real-World, Off-Grid Renewable Energy Student Design Project, $5,000. PROJECT DIRECTOR: Elena V. Brewer, Instructor, Erie Community College, Electrical Engineering Technology Department, Williamsville, NY. TITLE: A Novel On-line Learning Approach for Electrical and Computer Engineering Technology, $4,000. PROJECT DIRECTOR: Mohammed Abdallah, Assistant Professor, State University of New York Institute of Technology SUNYIT, Engineering Technology Department, Utica, NY. Walt Buchanan moved to fund $12,400 and cover all three requests. Pat Fox seconded. Abi Aghayere offered a friendly amendment to verify the assessment requirement and it was accepted by Walt and Pat Fox seconded and the motion passed unanimously.

National ET Forum & Strategic Plan: Jeff Ray reported that there is no existing strategic plan. They will start working on it. Bob Herrick indicated that he posted the ET National Forum slides from this morning on the Website. There is a meeting 26 February with OPM and federal agencies who were invited to participate. Report will be sent following the meeting. Pat Fox is running for ASEE President. She asked for ETD support.

ETD Activities at CIEC:

ETD/ETC National Forum –Wednesday Feb 6th 11am-12:30pm
Meet the Red Stars Reception - Tuesday 6:00pm to 6:30pm
CIEC Opening Reception - Tuesday 6:30pm-8:00pm
ETD Executive Board Meeting - Wednesday Feb 6th 4:00-6:00pm
ETD Business Meeting (Breakfast) - Thursday Feb 7th 7:30-8:45a
ETD Hospitality Event - Thursday Feb 7th 6:00-8:00p
ETLI Board Meeting - Friday Feb 8th 7:00-8:00a
ECETDHA Board Meeting - Friday Feb 8th 8:00-9:15a
ETC Executive Board Meeting - Friday Feb 8th 9:15-10:30a
JET Board Meeting - Friday Feb 8th 10:30-12:00p
The meeting was adjourned at 5:55 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division