Engineering Technology Division Guidelines

Section 1: The Engineering Technology Division: Overview

1.1 Overview

The Engineering Technology Division (ETD) of the American Society for Engineering Education (ASEE) primarily functions to support the profession and practice of engineering technology and member interests related to the field. Membership is composed of public and private two- and four-year engineering technology educators from all over the world, college and university students in engineering technology, and representatives from industries that employ engineering technology graduates.

The division sponsors national and regional meetings, maintains a website and listserv, communicates with members and others in the profession, promotes studies of engineering technology, and publishes a scholarly journal. The division also acts as a general forum for the exchange of ideas pertinent to the disciplines, administration, and industrial interests in engineering technology education and advancement of the profession. It offers members an opportunity to become involved in up-to-date information exchange and personal contacts with others sharing similar interests.

The ETD operates in collaboration with a number of other organizations also focused on or related to the engineering technology profession. These groups are depicted in Figure 1.

1.2 Division Activities

The ETD plans, organizes, and sponsors (or co-sponsors) numerous sessions at the ASEE Annual Conference and Exhibition. These sessions are planned to appeal to both faculty and administrators in two- and four-year engineering technology programs, as well as employers utilizing engineering technology graduates. ETD is one of four co-sponsoring divisions of the Conference for Industry and Education Collaboration (CIEC) each winter. CIEC is structured to encourage interaction between industry and education representatives and to meet professional development needs of the participants. ETD also sponsors sessions at some of the ASEE geographic section meetings held during the year. These sessions encourage communication by members of the engineering technology community who are in close geographic proximity to each other.

The ETD's website is used as the division's primary communication vehicle, and the *Journal of Engineering Technology*® is the primary publication. The ETD listserv is maintained as a service to the profession to facilitate communications among members and non-members alike. The *Journal of Engineering Technology*® is published twice a year and consists of articles written by and for engineering technology educators.
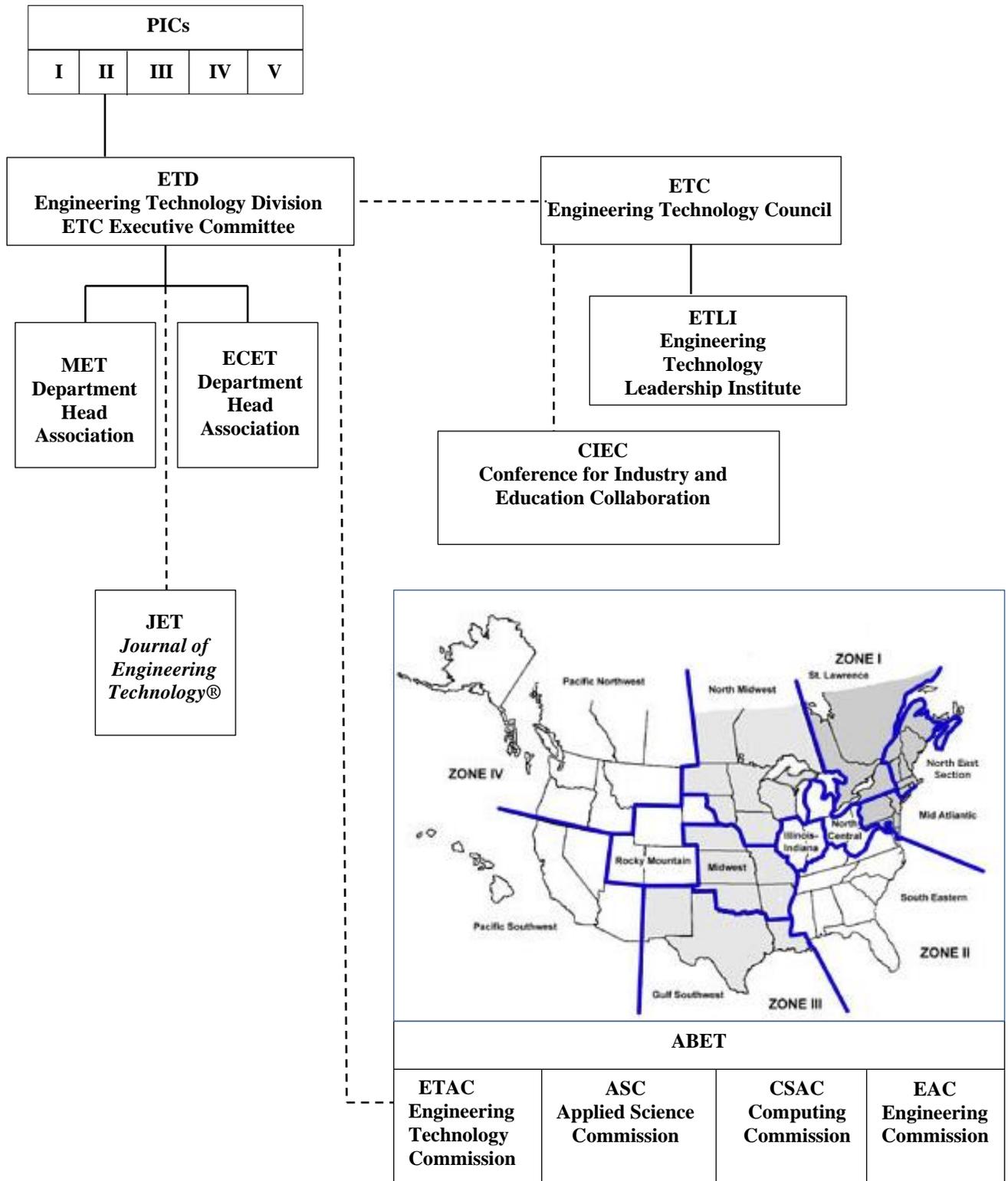
Figure 1. ETD, ETC, ASEE, and ABET relationships

In addition to the above activities, ETD initiates, collaborates with, supports, and or promotes a variety of other activities on behalf of the practice and enhancement of the profession.

1.3 Organization

The division's operation is guided by an executive committee consisting of the division chair, vice-chair for the ASEE annual conference program, assistant vice-chair for the ASEE annual conference program, vice-chair for communications, secretary, treasurer, two members-at-large, the chair of the Engineering Technology Council (ex-officio), and the immediate past chair of the division.

The ETD has also established department head associations for Electrical & Computer Engineering Technology and Mechanical Engineering Technology. These function with national officers to represent interests of the respective disciplines.

ETD establishes ad hoc committees to engage in issues of interest to engineering technology educators. As specified in the *ETD Guidelines* Section 2.4, the division chair appoints committees as necessary to respond to concerns of the membership or ASEE headquarters.

1.4 Division Focus

Some areas of focus of division activities include improving the visibility of engineering technology in educational, industrial, and other employer communities; increasing the participation of engineering technology educators in the division; promoting quality engineering technology programs; encouraging publications to assist engineering technology faculty and administrators; increasing involvement of engineering technology educators at the section and local levels; encouraging additional involvement of the membership in meeting the goals of the division; and identifying ways to clarify and support the role of engineering technology education through interaction with other segments of the educational community.

1.5 Commitment to Inclusiveness

ETD encourages and welcomes anyone with an interest in engineering technology to join the division, participate in its activities, and share in an exchange of concerns, information, and ideas. Membership is open to anyone interested in engineering technology and who is current with dues, pursuant to the division's *Bylaws*.

Section 2: Responsibilities and Functions of Officers and Committees

2.1 General Charge

A division or committee officer, upon accepting an office, also accepts a charge for accomplishment. Officers have a working—not honorary—position. They are responsible for planning and achieving objectives, maintaining effective communications with other appropriate individuals, properly representing the membership, adhering to deadlines, promoting the ETD and ASEE, and keeping the division informed of what happens in their area of responsibility. The purpose of the ETD is the promotion and development of engineering technology education consistent with the purpose of the society, as stated in Article I, Section 2 of the ASEE Constitution.

2.2 Meetings

The ETD Executive Committee usually meets twice a year: at the ASEE Annual Conference and Exhibition and CIEC. Both meetings are open to members of the division and guests. All division/committee officers are responsible for reporting on activities at both meetings of the Executive Committee.

Division committees are encouraged to schedule at least one physical meeting during the year and additional physical or virtual meetings as appropriate. Usually, these are held at the ASEE Annual Conference and Exhibition or at CIEC. In addition, officers and committee members should interact, using appropriate and timely mechanisms throughout the year.

2.3 Reports

The ETD chair shall contact division/committee officers prior to the ASEE Annual Conference and Exhibition and CIEC for a report. Each officer is responsible to file, with the division chair and secretary, an electronic report of the year's activities and make it available (in paper form) to meeting attendees. The secretary and vice-chair for communications collaborate to publish the reports on the division's website as appropriate.

2.4 Appointments

Committee officers and committee members are appointed by the ETD chair and confirmed in consultation with the Executive Committee.

2.5 Inability to Serve

If an elected officer is unable to serve, the *Bylaws* should be followed. If a committee officer or committee member is unable to fulfill his or her responsibilities, that individual should resign and a recommended replacement be identified for appointment at the discretion of the division chair.

2.6 Specific Charges

Each division/committee officer has the responsibility to take the necessary action to discharge duties thoroughly and promptly. Specific charges are listed below:

2.6.1 Executive Committee

The ETD Executive Committee (EC) serves as a screening/recommending group that identifies issues of major concern to be brought before the division. It may act on behalf of the division, if necessary. The committee also assists in determining the agenda for both business meetings of the division and meets at the ASEE Annual Conference and Exhibition and CIEC. Collectively, the EC is responsible for nominating appropriate individuals for divisional and ASEE awards. Committee membership, as identified in the *ETD Bylaws*, Article 6 Section 1, and consists of the division chair, vice-chair for programs, assistant vice-chair for programs, vice-chair for communications, secretary, treasurer, two members-at-large, the chair of the Engineering Technology Council (ex-officio), and the immediate past chair of the division. A quorum of five voting members is required for official actions.

2.6.1.1 Division Chair

The division chair is elected by the membership. S/he provides leadership for the division, establishes an active pattern of two-way communication, orients, motivates, offers assistance,

and provides recognition for efforts of the division officers, chairmen, coordinators, and communicates with ASEE headquarters staff and other council and divisional representatives as necessary. The chair conducts business meetings and meetings of the EC. In alternate years, the chair presides at the ETC/ETD annual banquet. The chair also attends Professional Interest Council (PIC) II meetings and serves as a member of the CIEC Board for four years (two as ETD chair and two as past chair). S/he serves on ETC and Tau Alpha Pi Boards to facilitate cooperation among the associations and formally inducts the new division officers at the end of ASEE's Annual Conference and Exhibition. The chair's term is two years.

2.6.1.2 Vice-Chair for ASEE Annual Program
Elected initially as assistant vice-chair for the ASEE annual conference program, s/he is responsible for planning and overseeing the ETD program at the ASEE Annual Conference and Exhibition. This vice-chair also manages the division's pages on the ASEE online submission service; schedules technical, business, and social meetings; solicits and assigns program moderators; identifies session topics; assigns approved papers to sessions; assists moderators as needed; communicates with authors, moderators, other divisional program chairs, the ETC chair-elect, and the PIC II chair as appropriate; and publicizes the ASEE Annual Conference and Exhibition through the ETD listserv, division listserv, website, and other appropriate vehicles. Working with the assistant vice-chair and an appointed committee, the program chair also determines the division's best paper. The vice-chair's term is one year as assistant vice-chair and one year as vice-chair.

2.6.1.3 Assistant Vice-Chair for ASEE Annual Program
Elected by the division membership, the assistant vice-chair for the ASEE annual conference program is responsible for working with the vice-chair to ensure the success of ETD's conference program. S/he conducts the peer review process of papers submitted for the ETD program for the ASEE Annual Conference and Exhibition and assists the vice-chair for ASEE annual program as requested, including determining the division's best paper. The term is one year as assistant vice-chair and one year as vice-chair.

2.6.1.4 Vice-Chair for Communications
Elected by the division membership, the vice-chair for communications maintains the division's website and collects and distributes information of interest to the membership. The vice-chair is responsible for soliciting information and compiling, generating, and distributing the division's communications. The term is two years, but individuals may be re-elected.

2.6.1.5 Secretary
Elected by the membership, the secretary records, disseminates, and files the minutes of the Executive Committee meetings, and the business meetings of the division. All minutes are disseminated to appropriate division officers, and, via the ETD website, to the membership. The term is two years, but individuals may be re-elected.

2.6.1.6 Treasurer
Elected by the membership, the treasurer keeps financial records and receives and disburses division money and communicates with ASEE headquarters as appropriate. S/he prepares semi-annual reports regarding the status of the ASEE budgeted and BASS accounts at each of the EC

and business meetings. The treasurer also manages the ETD CIEC budget. The term is two years, but individuals may be re-elected.

2.6.1.7 Member(s)-At-Large (2)
Elected by the membership on alternating years, members-at-large participate on the EC with other division officers in planning and conducting ETD affairs. They are responsible to share viewpoints, based on ETD goals and personal experience, in deliberations and perform other duties as assigned by the division chair. The term is two years, but individuals may be re-elected.

2.6.1.8 Chair/Chair-Elect of the Engineering Technology Council (ETC)
The chair of the ETC is an ex-officio member of the ETD EC. S/he is responsible primarily for being an effective liaison between ETD and ETC, serving on ASEE's Board of Directors, and for planning the McGraw banquet at the ASEE Annual Conference and Exhibition. At the discretion of the ETC chair, a designated representative may serve as liaison. The ETC chair-elect serves as a program chair and coordinates, as appropriate, with the ETD program chair in planning ASEE annual conference sessions. S/he also plans the McGraw banquet at the ASEE Annual Conference and Exhibition.

2.6.1.9 Immediate Past Chair of the ETD Division
This officer holds ETD EC membership by virtue of his/her prior position in the ETD and is primarily responsible for effective continuity of ETD activities and transmission of organizational history. In addition, the division's immediate past chair is responsible for compiling the annual slate of officers for divisional elections.

2.6.2 Other Officers & Committees

2.6.2.1 CIEC ETD Program Chair
Elected by the division membership as the assistant CIEC ETD program chair, the CIEC ETD program chair is responsible for the ETD program at the annual Conference for Industry and Education Collaboration. Duties include identifying session topics, program moderators, and potential speakers for the conference. Once session topics are identified, the program chair issues a call for papers, identifies manuscript reviewers, and facilitates the entire manuscript review process. Once final papers are selected, the program chair works with the program moderators to prepare the final program for the CIEC general chair. The program chair works with ETD and ETC leadership to identify and schedule the division meetings during the conference. The CIEC ETD program chair attends general pre-planning sessions at the CIEC in the spring at the planned conference's site and at the ASEE Annual Conference and Exhibition. The term is two years as assistant program chair and two years as program chair.

2.6.2.2 Assistant CIEC ETD Program Chair
Elected by the division membership, the assistant CIEC ETD program chair is responsible for assisting the CIEC ETD program chair in the conduct of the ETD program at the Conference for Industry and Education Collaboration. During the conference, the assistant program chair handles the session and speaker evaluations, and, using these data, determines award winners. The term is two years as assistant program chair and two years as program chair.

2.6.2.3 ET Historian

The ET historian is appointed by the ETD chair, in cooperation with ETC, ETLI, *JET*, and CIEC. The historian identifies and summarizes information of historical interest pertaining to engineering technology and the various associations serving this profession. The ET historian coordinates collection of relevant information and interacts, as appropriate, with archive personnel.

2.6.2.4 Listserv Manager

The listserv manager is appointed by the ETD chair. The listserv manager updates and manages the listserv for the division and provides a report that breaks down the members by two- and four-year institutions as well as organizations, corporations, and government agencies. S/he periodically provides instructions for using the listserv.

2.6.3 Nominating Committee & Elections

Led by the ETD's immediate past chair, this committee prepares the slate of officers (utilizing the input of members at the annual business meeting of the division) for election by the membership. The voting is done electronically prior to the ASEE Annual Conference and Division business meeting, and results are reported to the division at that meeting. Election of ETD officers is staggered. On even years, the following officers are elected: vice-chair for communications, secretary, and member-at-large 1. On odd years, elections are for the chair, treasurer, and member-at-large 2. The assistant vice-chair for ASEE annual programs is elected each year and serves one year in that capacity and the subsequent year as vice-chair. The assistant chair for the CIEC ETD program is elected each year and serves one year in that capacity and the subsequent year as chair. The Nominating Committee also identifies individuals for recommendation by the ETD EC to the incoming president of ASEE for appointment to society committees.

2.6.4 Ad Hoc Committees

The division chair and/or the EC may appoint ad hoc committees as necessary to further the activities of the division. Each committee will receive a specific charge, membership, and term, and it is expected that they will generate progress and annual reports as do other division committees. Such committees could include, but are not limited to, strategic planning and recruiting/membership.

2.6.5. Journal of Engineering Technology®

2.6.5.1 Background and Purpose

At its February 1, 1983, meeting, the ETD executive committee approved a polling of ETD members concerning the initiation of $5.00 annual dues toward the journal. Following a positive vote by the ETD membership and final approval by the ETD executive committee at its June 22, 1983, meeting, the *Journal of Engineering Technology*® Editorial Board published its inaugural issue spring 1984. After supporting *JET* during its establishment phase, the division spun off *JET* as a financially independent entity within the Engineering Technology Division of ASEE.

The purpose of the *Journal of Engineering Technology*® is to provide a quality, peer-reviewed, scholarly journal for ETD members and others interested in engineering technology education. The journal publishes articles that contribute to the body of knowledge of engineering technology and is published semiannually, in the spring and fall. Each dues-paying ETD member receives a copy.

2.6.5.2 Organization

The *JET* Editorial Board determines policy and operating procedures. The board consists of eight members: past editor, editor-in-chief, financial/subscriptions editor, production editor, advertising editor, manuscript editor, copy editor, and communications editor. The advertising, financial/subscription, copy, and the communications editors are non-rotating positions. The production editor is appointed to the editorial board for a two-year term, is eligible for reappointment, and usually ascends to the position of manuscript editor. Once appointed to the position of manuscript editor, succession to editor-in-chief and past editor is automatic. The financial/subscription editor serves as treasurer for the board and provides financial reports to the ETD treasurer. Board appointments are determined by a nominating committee consisting of the past editor, editor-in-chief, and manuscript editor; the past editor serves as chair. All appointments begin and end at the end of business at the ASEE Annual Conference and Exhibition.

Section 3: Guidelines for Mini-Grant Program

3.1 Overview

ETD sponsors a mini-grant program that provides division members with an opportunity for partial funding on projects of benefit to ETD or a segment of the engineering technology community. A program coordinator, appointed by the division chair, provides oversight by announcing available funding via the ETD listserv, soliciting proposals, managing the evaluation process, and announcing awardees. The coordinator maintains contact with everyone who submits a proposal.

3.2 Project Types

Ideally, a project will align with the ETD Strategic Plan and benefit the entire engineering technology spectrum. It may focus on a single discipline and/or be of use to a particular college or system, as long as the results will benefit the larger ETD community.

3.3 Funding Levels

The ETD EC allocates program funds annually at its summer meeting. ETD funding must be matched by the recipient(s) or their institution, either monetary or in-kind. The amount of funding will be announced to the ETD membership via the listserv and website.

Successful applicants are eligible to receive 50% of the funding upon approval of the proposal, with the remainder sent when the deliverables requirement is fulfilled. Project leaders must be division members to qualify for funding.

3.4 Deliverables

Recipients must submit a report at project conclusion to the EC that includes a project description, what the investigators actually did, outcomes, and how ETD funding was used. The recipient is strongly encouraged to publish the findings in the *Journal of Engineering Technology®*, although actual publication is at the editor's discretion. Recipients will also present their findings or results at the next CIEC.

3.5 Proposal Document

The proposal document should include

- Identification of the project director, including institution and contact information
- An abstract that includes an introduction and statement of the issue
- A justification that includes project purpose, objectives and goals, and benefits to the engineering technology community
- Specific anticipated results to be provided at project completion
- Anticipated timeline (two years maximum) identifying key phases
- Anticipated budget showing the use of mini-grant and matching funds
- A statement from the appropriate supervisor indicating monetary or in-kind support
- A two-page curriculum vitae for the project director in ABET format

The proposal should be three pages maximum, not including a one-page budget, curriculum vitae, and any supporting appendices.

3.6 Submission Procedure

The program coordinator will send a request for proposals, via the ETD listerv, in the fall of each year funding is available. The RFP will include submission information.

3.7 Unused Funds

If the project is not completed, recipients will return all ETD funds to the ETD treasurer.

3.8 Logos

Final work should include ASEE and ETD logos, available from the program coordinator.

3.9 Restrictions

There are no restrictions for funding other than using them for the approved project in a prudent manner.

3.10 Copies of Final Work

The project director should provide the program coordinator with a digital copy of the completed project for inclusion in the ETD archive.

3.11 Process Upon Approval

The mini-grant program coordinator will inform awardees about proposal approval and contact the ETD treasurer regarding transfer of funds. The coordinator will secure a written agreement from the awardee to provide the EC a copy of the final report by the date specified in the proposal. The EC will monitor project status and may request periodic status reports.

Section 4: BEST PAPER AWARD FOR THE ENGINEERING TECHNOLOGY DIVISION

4.1 Purpose
ETD will recognize the best paper accepted for presentation in a session sponsored or co-sponsored by the division at the ASEE Annual Conference and Exposition.

4.2 Eligibility
To be considered, the paper must be presented at the ASEE Annual Conference and Exposition and published in the conference proceedings in the year awarded.

4.3 Criteria
The standards for this award are meant to be dynamic and to evolve over time. To this end, only a minimum set of standards are specified in this document. To be considered for this award, a paper must meet the following:

- Demonstrate an appreciation for and understanding of engineering technology education.
- Contribute to the literature about engineering technology education
- Be well written and reflect positively on the division and the society

4.4 Award
The award consists of a separate plaque for each author and a monetary award of $1000 to be split between all authors. Award funding will be available from the ETD BASS account. The award will be presented at the ETD business meeting/luncheon during the ASEE Annual Conference and Exhibition.

4.5 Selection Process
The vice-chair and assistant vice-chair for conference programs will collaborate to choose no more than five papers for consideration, based on reviewers' comments and scores. The winning paper is automatically nominated for the PIC II best paper competition.

The vice-chair for programs manages the evaluation process by contacting the division chair to appoint three members of the EC and forwarding nominated papers to this ad hoc committee as far in advance of the PIC II nomination deadline as possible. This will depend on the society's final submission deadline. Each committee member evaluates each paper according to the ASEE best paper rubric and sends results to the vice-chair, via email, within one week of receipt. Based on evaluators' results, the vice-chair determines the winning paper, contacts the author(s), and reports to the EC.

4.6 Best Paper Award Committee
The selection committee consists of three members of the EC appointed by the division chair, who will avoid appointing the authors of any paper under consideration. The ETD chair will replace any author inadvertently appointed.

4.7 Modification Process

Modification of this award process requires either an e-mail vote on the modifications by the entire division membership or a vote by the membership attending the annual division business meeting during the ASEE Annual Conference and Exhibition. In addition. ASEE's Awards Policy Committee and the Board of Directors need to review and approve changes.