



ETD Executive Committee Meeting Minutes 16 June 2020

The Executive Committee meeting of the ETD was called to order at 2:00pm on June 16, 2020 by Clay Gloster, Jr., Division Chair of ETD via zoom. The following persons were present: (see zoom recording).

Minutes of the previous meeting were distributed electronically prior to the meeting. During the zoom session the minutes were scrolled through and reviewed by meeting attendees. ETD minutes of January 29, 2020 were accepted as presented. The motion passed unanimously.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer's Report: David Goodman gave the report. A copy is attached.

David reported the projected balance of the Banking and Accounting Services System (BASS) account as of last year was, \$47,111 as of January 31, 2019.

A motion was put forward to accept the Treasurer's report and seconded. The motion passed unanimously.

ASEE Program Conference Chair: Kevin Cook gave the report. A copy is attached.

The ASEE 2020 virtual conference.

Vital Statistics

Abstracts submitted:	130 (3 transferred from other divisions)
Abstracts rejected:	2
Abstracts withdrawn:	3
Missed draft deadline:	44
Papers withdrawn:	24
Draft papers submitted:	92
Draft papers rejected:	5
Final drafts published:	57
Number of reviewers:	81

The ETD program consists of 13 20-minute technical sessions. The outline of how to present virtually was reviewed.

Comments

The ETD Business Meeting Schedule was reviewed. The McGraw/Berger Award Dinner was cancelled.

The process this year followed the by-laws: the chair managed the abstract review phase, which included sending out a call for reviewers and assigning reviews; communicating, as appropriate, with the vice-chair, reviewers, and authors; contacting Patti Greenawalt, conference coordinator, as necessary; and making final decisions regarding acceptance or rejection.

Moving the conference to virtual created many questions from authors.

Recommendations: Provide more detailed instructions to the reviewers in the call for reviewers. We could improve the quality and consistency of reviews if the instructions were more detailed.

Vice Chair Communications: Jay Porter gave the report. A copy is attached.

The Engineering Technology Division page is still operational and can be found at <http://www.engtech.org>. He reported that he periodically sends out reminders on the ETD listserv for people to join ETD. He requested that the officers from the groups (ETC, ETC, and ECETDHA) continue to monitor the website and send updates to Jay Porter for posting.

The following changes were discussed:

- ETD: Updated the ETD guidelines and awards. Minutes are up to date but will need the final 2020 CIEC minutes once they are approved. List of officers is current but will need an updated list(20-21) after meeting, Do the bylaws (2013) or strategic plan (2015) need updated? Do we need updates for the ETD mini-grant awards?
- ETC: Need most current list of officers (20-21) and any updates for ETLI (2020) and the National ET Forum.
- ECETDHA: Need most current list of officers (20-21), minutes from 2020 CIEC once they are approved and finalized. Do the bylaws (2013) or guidelines (2016) need updating? Do we need updates to mini-grant awards?
- JET: Any updates you wish to provide

The following changes have been recently made:

- Checked for broken links
- Updated awards to include new teaching award
- Updated ETD minutes and guidelines
- Updated ECETDHA minutes and officers
- Updated conference section
- Updated JET pages per requests

Please send comments, feedback and suggestions about the ETD website to Jay Porter at jporter@tamu.edu.

ETD Listserv: Walt Buchannan gave the report. A copy is attached.

There are over 4500 listserv members from 1,140 member institutions as of June 15, 2020. There are 418 4-year colleges represented and 2550 members at 4-year colleges. There are 278 2-year colleges represented and 1511 members at 2-year colleges. The listserv has 501 members across 444 Organizations, Corporations & Government Agencies. (A detailed report is attached)

Nominations/Elections: Rob Weissbach gave the report. A copy is attached.

ETD election results. Terms begin following this meeting.

Member at Large -Michael Johnson, Texas A&M University
Secretary -John Irwin, Michigan Tech University
Assistant Vice-Chair for ASEE Annual Programs -Vukica Jovanovic, Old Dominion University
Vice-Chair for Communications -Jay Porter, Texas A&M University

Other Reports

ETC Report: Scott Dunning gave the report. A copy is attached.

Scott reviewed the current issues at ETC. Standing agenda items included; Federal government actions, ETLI, ET Licensure Update, CIEC.

ETC, ETD and JET sponsored the new ASEE national ET Teaching award. The awardee this year was Michael Johnson. Michael Johnson was a double awardee as he also was awarded the Berger award this year.

Engineering Technology Leaders Institute (ETLI)–2020 Dates for this event have been in flux as the ETC wishes to move the event to being a virtual conference due to COVID-19.

Elections were held in May 2020 and the new ETC Executive Board for 2020-2021

2021 CIEC Report: Alok Verma gave the report. A copy is attached.

Alok reported the following for the 2021 CIEC

The board has not yet decided on the fate of the CIEC-2021 conference. The organization committee has met two times and scheduled the technical sessions. Program chairs have been collecting abstracts.

ETAC of ABET: Scott Danielson – no report available

Members at Large – Scott Segalewitz - no report available

Tau Alpha Pi: Michael Strange - no report available

JET – Journal of Engineering Technology: Moin Uddin gave the report. A copy is attached.

Currently 28 Manuscripts in the system:1/1/2020 thru 6/8/2020

Manuscripts submitted: 27

Manuscripts in process: 10

Moved to EIC: 1

Manuscripts rejected: 17

OLD Business

ETD Bylaws: Vukica Jovanovic

The bylaws were reviewed and the changes were presented in a document with the tracked changes highlighted. Many updates were made given the bylaws had not been reviewed recently. Article IX: ASEE Statement on Diversity and Inclusiveness was added to the bylaws.

SOPs & Mini-grants: Marilyn A. Dyrud gave the report. A copy is attached.

The SOP Committee (David Goodman, Ken Rennels, Marilyn Dyrud [chair]) has completed its task of revising/updating the ETD Guidelines.

Three of the six recipients have submitted their final mini grant reports and will receive final disbursement of their funds, and two more will submit by July 15. The hope is that the Executive Committee will release a similar amount of funds (\$12,500) for the next biennium.

ETLI: Hugh Jack gave the report. A copy is attached.

The plans for the ETLI in October are in flux at this point due to COVID-19 concerns.

National ET Forum: Ron Land - no report available

NEW Business

New PIC organization: A copy is attached.

A motion to adjourn the meeting was made and the meeting was adjourned at 4:30 PM.

Respectfully submitted,

John Irwin, Secretary, Engineering Technology Division