



ETD Executive Committee Meeting Minutes 16 June 2019

The Executive Committee meeting of the ETD was called to order at 1:15 p.m. on June 16, 2019 by Rob Weissbach, Division Chair of ETD, in Tampa, Florida. The following persons were present: Alok Verma, Jay Porter, Keith Johnson, Marilyn Dyrud, Marty Gordon, Rob Weissbach, Ron Land, Scott Danielson, Vukica Jovanovic, Kevin Cook, Walt Buchanan, Susan Scachitti, Chris Leblanc, and Moin Uddin.

Minutes of the previous meeting were distributed electronically prior to the meeting. Hardcopies were reviewed by meeting attendees. Clay Gloster made a motion to accept the ETD minutes of January 30, 2019 as presented. The motion was seconded by Alok Verma. The motion passed unanimously.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer's Report: A brief treasurer's report was given by Rob Weissbach. He reported that the balance of the BASS account as of last year was approximately, \$71,000, and the projected balance is about \$48,475.10 as of July 1, 2019. There was a recent expenditure of \$13,300 for the new ET teaching award.

Five mini-grants totaling \$12,500 were also awarded. Additionally, it was reported that the CIEC profits have not come in yet.

The chair reported that there was a proposal in the PIC II lunch meeting to merge the BASS account with the operating account. It appears that this proposal would not be beneficial to ETD as there is a 30% surcharge on BASS accounts.

Also, ETD was required to justify the desired balance that the division would like to keep in the ETD BASS account each year. The chair requested to keep a balance of approximately \$35-40K in the BASS account to cover costs associated with CIEC which could potentially lose money.

A motion was made by Walt Buchanan to accept the treasurer's report. The motion was seconded by Jay Porter. The motion passed unanimously.

ASEE Program Conference Chair:

Marilyn Dyrud gave the report.

Vital Statistics

Abstracts submitted: 104 (More than last year)
Abstracts withdrawn: 12
Missed draft deadline: 30

Draft papers submitted: 62

Draft papers rejected: 7

Final drafts published: 55

The total number of reviewers was significantly higher than last year.

Comments

This year there was an abundance of reviewers. Data for the years 2016 – 2019 follows: Number of papers published: 2016 (72), 2017 (85), 2018 (51), 2019 (55). Recognition was given to Kevin Cook for his outstanding work as vice-chair.

Recommendations: We should market the conference heavily during September and October. Additionally, it was recommended that we circulate information on the best paper award widely. ETC and the ETD program chairs should communicate frequently to ensure there are no scheduling conflicts.

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. If the message being sent needs updates, please let him know as this message is three years old.

The ETD site requires continued maintenance and he asked that officers from the respective groups (JET, ETD, ETC, and ECETDHA) continue monitoring the website and send updates to jporter@tamu.edu as needed.

Jay mentioned that there is no formal process to receive information from ETC to update the website. The ETC chair is an ex-officio of the ETD committee. There should be a representative at our meetings.

It was reported that the ET bibliography posted on the website is out of date. The most current version is 2013. He wanted to know if we should delete it.

Action item: Jay needs to send email to Scott Dunning, Chair of ETC, as well as Carol Lamb, Vice Chair stating that the ETC chair or other representative needs to attend the ETD Executive Board meeting. Also, the ETD chair should follow up with the PIC II chair to ensure that the ASEE website for ETD is updated correctly.

The chair pointed out that there is a problem with the ASEE website for ETD. While we have a good website <http://www.engtech.org>, there is a discrepancy between the two sites. While the chair preferred a single website with a link from the ASEE site to our engtech site, ASEE does not do this. However, they do have a link to the engtech website. The list of officers on the ASEE website is correct, but it just does not contain an exhaustive list of all officers.

There was an announcement made that Marty Tezak, the wife of the previous secretary, Edward Tezak, passed away recently. No further information about funeral arrangements was available at that time.

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 of his report is attached. There are 4,483 listserv members from 1,148 member institutions. There are 2548 members from 4-yr colleges, 1380 from 2-yr colleges, 505 from organizations, corporations, and government agencies, and 169 individuals representing themselves. Members are from all 50 states and 57 countries around the world.

Nominations/Elections: Scott Danielson gave the report on ETD nominations and elections: He presented the new officers. Clay Gloster is the Division Chair, Christopher LeBlanc is the Assistant Vice Chair for Annual programs, David Goodman is Treasurer, and Scott Segalwitz is the new Member at Large.

In the Business meeting, we will elect the CIEC ETD Program Vice Chair as he made a mistake on the ballot. Since the Secretary position is now vacant, the Chair will appoint a successor and announce it at the ETD Business meeting tomorrow.

PIC II Chair: The report was given by Rob Weissbach. The code of conduct has been approved by the board for ASEE conferences. All persons who registered for the conference had to opt-in or agree to this code of conduct.

There is a new ASEE registration rate for K-12 teachers (\$250.00) that encourages them to attend the conference.

For the ASEE 2019 conference, there were 128 business sessions and 297 technical sessions. These numbers were about the same, but slightly down, from 132 and 302 business and technical sessions held the previous year.

The paper conversion rate for the ETD Division of the ASEE conference is right at 53% which is right at the average for PIC II overall. We have 470 ETD members versus 464 last year and 474 the year before. The division membership appears to be stabilizing.

The balance of the ETD JET BASS account was reported as \$89,732. This is the JET account only. Previously the balance was about \$106K and then JET paid \$13K to cosponsor the establishment of the new teaching award for the ETD. It was mentioned that JET is not subject to the 30% surcharge. JET only pays for staff time each month.

It was reported that the BASS account overhead of 30% does not fully fund the costs associated with managing funds associated with all ASEE divisions. Hence, there is a proposal to merge the operating account with the BASS accounts to form a single account. There would be a single BASS account that would incur

the 30% charge. Unspent operating funds are typically given back to ASEE each year.

Each division is supposed to update or reaffirm their bylaws every five years. We need to take another look at the ETD bylaws to ensure they are up to date. We need to include a section that discusses the process for changing the bylaws. In addition, the guidelines document should be referenced in the bylaws. We need to contact PIC II to determine items that need to be placed in the bylaws as opposed to the guidelines. PIC II leaders suggested that items that constitute governance need to be included in the bylaws.

It was also reported that we had more than double the number of nominees for awards this year as compared to last year.

There was also a discussion on the reorganization of the Professional Interest Councils (PICs). Currently ETD is in PIC II with the following divisions: Biomedical Engineering, Design in Engineering Education, Engineering Leadership Development, Environmental Engineering, Materials Engineering, Military Engineering and Veterans, Multidisciplinary Engineering, Nuclear & Radiological Engineering, Ocean & Marine Engineering, Software Engineering, and Systems Engineering. The reorganization is an attempt to balance out the number of divisions in each PIC.

They are offering three different options for reorganization (Options: red, green, or blue). The officers will have a chance to vote on this. This vote will be taken electronically.

ETC Report: No report.

CIEC Report: Alok Verma gave the report. Award recipients for Best Paper, Best Session, and Best Moderator were selected for the conference. He mentioned that oversight of the AV equipment has to be taken care of by one person. Gary volunteered to take care of this for the current year. Flyers are available for the CIEC 2020 conference. Additionally, volunteers are needed to work at the ETD booth.

There was a fairly lengthy discussion about projectors for CIEC. At a previous conference, there was an issue with the projectors. Several were not working and it impacted several sessions negatively. A suggestion was made for ETD to purchase a few spare projectors for the conference.

It was also mentioned that we need to have standard documentation on the CIEC process so that it does not vary from Chair to Chair. Other divisions have the same person serve for two years providing continuity from year to year. It was suggested that we have a two year term for program chairs and that we put together a written document that contains instructions and the protocol for planning the conference.

Action Item: We need to have a group (Alok Verma, Keith Johnson, and Moin Uddin) look at the issues related to the ETD program chair for the CIEC conference so that we can have a vote at the next meeting to determine a better process, i.e. two year terms, developing a planning document, etc.

There was a motion made by Jay Porter to allocate up to \$1500 to purchase projectors for the CIEC or any ETD conference. The motion was seconded by Vukica Jovanovic. The motion carried.

The chair asked Alok to put together a request for the purchase of specific projectors that will be sent to the executive committee for an electronic vote.

OTHER REPORTS:

ETAC of ABET: The report was given by Scott Danielson. New criteria will go into effect this Fall (Program Criterion and Criteria 3, 4, and 6). He also mentioned that they were going through the process of approving team chairs as well as assigning PEVs to teams for visits. Marty asked about including a statement on licensure in the ETAC criteria. Scott mentioned that this request was turned over to the Criteria committee. He suggested that Marty contact the person at ETAC of ABET who is in charge of the Criteria committee (Ciro Capano).

The Chair of ETD recommended that the next Chair figure out how members at large could be utilized better to complete the work of the division.

JET: The report was given by Susan Scachitti. The biggest issue that JET is experiencing is that authors are submitting previously published papers with slight modifications to JET. This is not an acceptable practice as cited in standard guidelines for publication.

There was another comment made about the fact that there were several papers that were considered for best paper in ASEE that were submitted to JET. It was pointed out that these papers should have been submitted to JET first, rather than the other way around. This would increase the number of papers published in JET as well as the overall quality of papers. A copy of the written report is attached.

Minigrants: There was a brief discussion about whether or not we should have minigrants again next year. The guidelines suggest that we are to have minigrants every other year, so the chair recommended to Marilyn Dyrud that she present a proposal to the chair at CIEC.

ETNF: Ron gave the report. He pointed out that there was a session on Tuesday afternoon. At that meeting they will review work about the attractiveness of Engineering Technology to minorities and other underrepresented groups. Marty will give an update on his work with NSPE and NCEES on licensure. Rob is going to give an update on the legal work that we have done for him. Ron will present

results of a recent survey that he conducted. Finally, they will open up the floor for ideas and suggestions on items the forum should consider going forward.

Archives: No report.

ETLI: No report.

Guidelines and Bylaws: Marilyn reported that the guidelines have been updated. This work has been completed and will be voted on at the business meeting. She mentioned that no work has been done on the bylaws. They remain an open issue. The updated guidelines are attached.

ET Teaching Award: The ET Teaching Award was approved. This will go into the cycle next year.

ET Marketing Effort: Alok gave a brief report. There will be a meeting on Monday at 1:30 p.m. to discuss the ETD marketing initiative. They will also discuss ETLI at this meeting and ideas for moving forward.

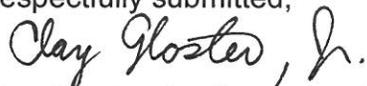
ETD Diversity Statement: We need to have a diversity statement in our bylaws. We also need a representative on the P-12 Engineering Education committee. The member at large, Vukica Jovanovic, volunteered to serve on this committee.

Co-Sponsoring an IEEE Conference: The chair asked if ETD was interested in co-sponsoring an IEEE conference. There was limited or no interest as we did not have enough details.

Tau Alpha Pi: No report.

The meeting was adjourned at 2:55 PM.

Respectfully submitted,



Clay Gloster, Jr., Secretary, Engineering Technology Division