



ETD Executive Committee Meeting Minutes 27 January 2021

The Executive Committee meeting of the ETD was called to order at 2:00pm on January 27, 2021 by Clay Gloster, Jr., Division Chair of ETD via zoom. The CIEC 2021 Annual Virtual Conference (Canceled). The following persons were present: (see zoom recording in dropbox).

Minutes of the previous meeting were distributed electronically prior to the meeting. Motion was made to accept the ETD minutes of June 16, 2020 as presented. The motion was seconded and passed unanimously.

OFFICER and ETD COMMITTEE REPORTS:

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

He reported the projected balance of the Banking and Accounting Services System (BASS) account as of last year was approximately, \$44,457 as of December 31, 2020.

The major expenses were mini-grant awards \$1,900. There were no outstanding encumbrances. The ETD CIEC Account has a projected account balance of approximately \$24,624 as of July 21, 2020.

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

ASEE Program Conference Chair: Chris LeBlanc gave the report. (copy is attached)

Vital Statistics

Abstracts submitted:	82 (129 Jan, 2020)
Abstracts rejected:	2
Abstracts withdrawn:	0
Draft Papers due by Feb. 8, 2021 1/25/2021	5 submitted as of
Accepted Reviewers	83
Requested number of papers to review	286

Questions/Discussion

ETD Business meeting held at conference what venue would it take place. Discussed if ASEE Conference is in person the business meeting will be outside of the conference venue and ETD will cover extra cost.

Comments

The ETD program currently has reserved 9 technical sessions (*12 in 2020*), 10 business meetings, 1 combined social/business meeting (ET business meeting and awards luncheon), and 1 social event (the McGraw Banquet, it got listed as a Business meeting). ETD is also co-sponsoring the Interdivisional Town Hall Meeting, with more co-sponsorship anticipated.

Recommendations

Move the ETD Executive Board Meeting prior to the ETD Business Meeting. Request the JET Board and Department Head Meeting not to be scheduled at same time. To switch panel sessions for ETD talk to Patty at ASEE to minimize concurrent ETD sessions.

Vice Chair Communications: Jay Porter gave the report. (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 reported that he has fixed broken links and updates for ETD, ETC and JET. 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 have been recently made:

- o Checked for broken links
- o Edits for the ET National Forum
- o Routine edits to conference page, etc.
- o Updated JET pages per requests

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

Questions

Chris LeBlanc was interested in who maintains the 2 and 4 year ET Department Heads List. Jay will request members to update the manual pdf list to start a refresh process (google doc was suggested but not a feasible method).

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

There are over 4458 listserv members from 1,102 member institutions as of January 22 2021. There are 410 4-year colleges represented and 1540 members at 2-year colleges. The listserv has 473 members across 418 Organizations, Corporations & Government Agencies. Members are from all 50 states and 57 countries around the world.

Questions

Chris LeBlanc, is there a spamming policy on listserv? Walt answered that there is not.

Nominations/Elections: Rob Weissbach gave a verbal update.

There are 5 positions that will need to be filled. Rob will send a communication on the open positions, create poll, and report results.

Recommendations

Scott Segalewitz reported he is interested in running again for the Member-At-Large again. Rob mentioned about the roles remaining in place until the end of the Annual Conference moved to July. Rob suggested for discussion having Vice-Chair for the ETD with 2-year or 1-year term to have a training period. Clay shared that in By-Laws that a Chair must have had a position previously as an officer in ETD.

Discussion

Rob asked for input for having the Vice-Chair interest in further consideration. There were suggestions that other organizations have this as their model for succession. Marilyn suggested to look into other organizations By-Laws for the responsibilities of Vice-Chair.

Visitor Report: ASEE Candidate for President Elect (Doug Tougaw)

He expressed the need for ET graduates in industry and understands the challenges of ET community. Views the ET faculty as a way to expand the ASEE Membership. He expressed support of licensure of ET graduates.

Other Reports

ETC Report: Carol Lamb gave the report. (copy is attached)

Reviewed the current issues at ETC.

2020 ASEE Report: Kevin Cook gave the report. (copy is attached)

Commented that if the conference is virtual again this year that some authors may drop out because of expectations to be delivering in person presentation instead of recording uploaded.

Recommendation

Suggestion that reviews be done with rubric or be reminded of staying consistent and respectful in their comments. In the past, some reviewers have scored papers low if they did not have research data, but the expectations were not made clear to reviewers. Marilyn will send rubric to working group Chaired by Chris LeBlanc to review the rubric.

ETAC of ABET Representative to ETD: Scott Danielson gave the report. (copy is attached)

He reported that ABET is not clear yet if 2021 visits will all be virtual, but ETAC is interested in being onsite. Diversity and inclusion awareness was added to Criterion 5.

Question

Chris LeBlanc was interested in how PEV reviews were handled by ABET to provide input back to reviewers. Scott reviewed the process how ABET requests the institution to review the visit to provide feedback. Discussion about

Members at Large: Scott Segalewitz gave the report. (copy is attached)

Reported on the ETD membership is in decline. Currently there are 415 ETD individual members from the ASEE member directory. Discussed contacting ETC membership institutions to reach out to those institution's ET faculty to expand ETD individual memberships.

Tau Alpha Pi: Michael Strange not present, No report.

JET – Journal of Engineering Technology: Moin Uddin provided a verbal update.

He reported that the website has papers uploaded. Please encourage submission of JET papers and volunteers for reviewers. There will be a Jet Best Paper award at the ASEE 2020 conference. There will be a JET session at CIEC 2022 for authors interested in submitting papers.

Old Business

ETD Bylaws: Vukica Jovanovic provided a verbal update.

By-Laws update has been completed and submitted to ASEE headquarters.

Mini-grants: Marilyn Dyrud provided a verbal update.

The 2018-20 cycle there were 6 grants awarded. All reports have been submitted, some delayed due to Covid-19. The 2020-22 cycle there have been only two submissions. Needs evaluation committee, Rob and Clay volunteered. Winners will be announced by email. Reminder that institutions need to be ETC members to be eligible to receive grant.

2020 CIEC Report: Alok Verma & Marilyn Dyrud provided a verbal update.

Scott Dunning will be CIEC Conference Chair in 2022, and it will be ETD's turn in 2023. The 2022 conference will be in Phoenix in February, 5 minutes from airport. Marilyn will have call out for papers in March/April timeframe.

New Business

ETD Video: Clay Gloster provided a verbal update.

The video will cost approx. 10k. If interested in participation contact Clay.

Predicted to be complete by summer 2021.

ETD Best Paper Award: Marilyn Dyrud provided a verbal update.

Guidelines are in limbo (have not been approved). Need to have a contact person in charge. Clay responded as being the contact.

For the good of the order: Vukica Jovanovic requested to use ETD listserv for research data and support letter for grant from ETD. Will discuss offline with ETD Chair.

A motion to adjourn the meeting was made and the meeting was adjourned at 3:30 PM.

Respectfully submitted,

John Irwin, Secretary, Engineering Technology Division

American Society for Engineering Education
Engineering Technology Division
²Treasurer's Report - ETD Business Meeting
January 27, 2021

ETD ¹ BASS Account (3224000)	
² Beginning BASS Balance 9/30/2017	\$ 71,107.10
Ending BASS Balance 06/30/2020	\$ 46,357.39
ETD Total	
Projected Balance as of 12/31/2020	\$ 44,457.39

Footnotes

¹Bass is the acronym for Banking and Accounting Services System.

²Based on ASEE Financial Report dated 9/30/18

³ASEE discontinued the operating account in 2019, it will be deleted from future reports

American Society for Engineering Education
Engineering Technology Division
²Treasurer's Report - ETD Executive Committee Meeting
January 27, 2021

ETD ¹ BASS Account (3224000)

²Beginning Balance 09/30/2018 \$ 71,107.10

Income

31-Dec-2019	ETD Dues Allocation - FY19	\$	3,190.00
22-Oct-2019	Nebraska-PMT for research participation	\$	7.00
28-Feb-2019	Conf. ticket sales	\$	320.00
30-Jun-2019	Interest Revenue (Q1,Q2,Q3)	\$	340.65
31-Dec-2019	Interest Revenue (Q4)	\$	96.34
19-Oct-2019	final Op. Acct. allocation	\$	452.00
31-Dec-2019	ETD Dues Allocation - FY20 Q1-4	\$	2,800.00
31-Mar-2020	Interest Revenue (Q2)	\$	79.73
30-Jun-2020	Interest Revenue (Q3)	\$	35.71
			\$ 7,321.43

Expenses

30-Jun-2019	Administrative Fee on Income (Q1,Q2,Q3)	\$	959.10
7-Dec-2018	ASEE Travel - Dyrud	\$	48.00
21-Feb-2019	ASEE Travel - Rennels	\$	750.00
21-Feb-2019	ASEE Travel - Verma	\$	750.00
7-Mar-2019	Mini Grant for - Purdue - Alasti (Initial)	\$	1,200.00
7-Mar-2019	Mini Grant for - IUPUI - Weissbach (Initial)	\$	1,250.00
7-Mar-2019	Mini Grant for - LeTourneau - Koblich (Initial)	\$	650.00
7-Mar-2019	Mini Grant for - UNH - Tavares (Initial)	\$	650.00
7-Mar-2019	Mini Grant for - UNT - Manzo (Initial)	\$	1,250.00
7-Mar-2019	Mini Grant for - ETSU - Uddin (Initial)	\$	1,250.00
20-Mar-2019	Adam Shapiro Public Relations LLC (Initial)	\$	750.00
29-Mar-2019	Adam Shapiro Public Relations LLC (Final)	\$	750.00
20-Mar-2019	ET Teaching Award Endowment (1/3 rd share)	\$	13,334.00
21-Apr-2019	ASEE Travel - Verma	\$	750.00
31-Dec-2019	Administrative Fee on Income FY19 (Q4)	\$	263.33
31-Dec-2019	Administrative Fee on Income FY20 (Q1)	\$	336.00
31-Mar-2020	Administrative Fee on Income FY20 (Q2)	\$	315.00
30-Jun-2020	Administrative Fee on Income FY20 (Q3)	\$	189.00
1-Jul-2019	ASEE Awards Luncheon -Weissbach	\$	539.42
1-Jul-2019	ASEE Award Plaques (1/2) - Goodman	\$	452.00
1-Jul-2019	ASEE Award Plaques (2/2) - Goodman	\$	125.80
1-Jul-2019	ASEE Best Paper Award - Sundheim	\$	1,000.00
8-Jul-2019	Shipment of Awards - Weissbach	\$	30.00
8-Jul-2019	ASEE Projector Equip. - Verma	\$	933.99
5-Nov-2019	ASEE and CIEC Travel - Dyrud	\$	1,500.00
18-Aug-2020	Kevin Cook ASEE Reg. Fee	\$	543.00
3-Jun-2020	ASEE-ETD Best Paper Award-Sergeyev	\$	1,000.00
24-Jun-2020	Printing of ENT Conf. & Recep. Brokets	\$	502.50
			\$ (32,071.14)

Ending Balance 06/30/2020 \$ 46,357.39

Outstanding Encumbrances

4-Dec-2020	Mini Grant for - LeTourneau - Koblich (Final)	\$	650.00
14-Dec-2020	Mini Grant for - IUPUI - Weissbach (Final)	\$	1,250.00
			\$ (1,900.00)

Balance as of 12/31/2020 \$ 44,457.39

ETD Total

Balance as of 12/31/2019 \$ 44,457.39

Footnotes

¹Bass is the acronym for Banking and Accounting Services System.

²Based on ASEE Financial Report dated 6/30/20

American Society for Engineering Education
Engineering Technology Division
BASS Account Income Statement

	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Beginning Balance	\$ 6,219.20	\$ 15,793.54	\$ 23,094.78	\$ 35,695.51	\$ 29,550.71	\$ 35,662.23	\$ 45,608.69	\$ 54,732.67	\$ 73,732.91	\$ 90,268.38	\$ 91,861.63	\$ 88,138.41	\$ 79,551.82	\$ 75,962.20	\$ 71,107.10	\$ 50,623.65	\$ 46,357.39
Income																	
CIEC ^{1,3}	\$ 7,970.09	\$ 5,427.90	\$ 7,476.00	\$ -	\$ 4,645.67	\$ 7,891.12	\$ 5,069.49	\$ 13,092.76	\$ 17,654.07	\$ 6,467.22	\$ 4,339.58	\$ 130.00	\$ -	\$ -	\$ -	\$ -	\$ -
ETD Dues	\$ 6,780.00	\$ 6,580.00	\$ 6,407.00	\$ 5,859.00	\$ 5,805.00	\$ 5,280.00	\$ 4,700.00	\$ 4,780.00	\$ 4,870.00	\$ 5,230.00	\$ -	\$ 3,870.00	\$ 4,140.00	\$ 3,720.00	\$ 3,190.00	\$ 2,800.00	\$ -
Interest	\$ 249.31	\$ 348.59	\$ 408.03	\$ 395.71	\$ 122.80	\$ 167.28	\$ 222.59	\$ 276.31	\$ 60.99	\$ -	\$ -	\$ 31.64	\$ 38.84	\$ 100.91	\$ 340.65	\$ 211.78	\$ -
Other	\$ 11,587.70	\$ -	\$ -	\$ -	\$ 1,389.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,533.58	\$ 170.00	\$ 327.00	\$ 452.00	\$ -
Ticket Sales	\$ 2,602.50	\$ -	\$ -	\$ -	\$ 2,650.00	\$ 4,023.86	\$ 1,925.00	\$ 5,975.00	\$ 7,640.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320.00	\$ -
Total Income	\$ 29,189.60	\$ 12,356.49	\$ 14,291.03	\$ 6,254.71	\$ 14,612.96	\$ 17,362.26	\$ 11,917.08	\$ 24,124.07	\$ 30,225.06	\$ 11,697.22	\$ 4,339.58	\$ 6,531.64	\$ 6,712.42	\$ 3,990.91	\$ 3,857.65	\$ 3,783.78	\$ -
Expenses																	
ASEE Conference	\$ -	\$ -	\$ 1,690.30	\$ 896.33	\$ 4,252.24	\$ 4,947.68	\$ 2,793.10	\$ 5,089.62	\$ 6,853.05	\$ -	\$ -	\$ -	\$ 457.04	\$ 832.98	\$ -	\$ (1,040.50)	\$ -
CIEC	\$ 612.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96.54	\$ -	\$ -	\$ 1,195.00	\$ 4,483.00	\$ 38.00	\$ -	\$ -	\$ -
ETC Awards	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JET	\$ 13,427.44	\$ 4,935.00	\$ -	\$ 11,051.18	\$ 2,628.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ETLI Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,935.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mini-Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,530.00	\$ 8,000.00	\$ -	\$ 8,963.23	\$ 3,370.00	\$ 4,254.00	\$ 6,250.00	\$ 6,250.00	\$ -
Best Paper Award	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 422.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 3,000.00	\$ 750.00	\$ 2,000.00	\$ 2,298.00	\$ -	\$ -
Administrative Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,960.00	\$ 1,242.00	\$ 1,116.00	\$ 959.10	\$ 840.00	\$ -
Other	\$ 575.75	\$ 120.25	\$ -	\$ 452.00	\$ 1,621.07	\$ 532.16	\$ -	\$ 34.21	\$ 1,210.00	\$ 181.97	\$ -	\$ -	\$ -	\$ 605.03	\$ 14,834.00	\$ -	\$ -
Total Expenses	\$ 19,615.26	\$ 5,055.25	\$ 1,690.30	\$ 12,399.51	\$ 8,501.44	\$ 7,415.80	\$ 2,793.10	\$ 5,123.83	\$ 13,689.59	\$ 10,103.97	\$ -	\$ 15,118.23	\$ 10,302.04	\$ 8,846.01	\$ 24,341.10	\$ 8,049.50	\$ -
Ending Balance	\$ 15,793.54	\$ 23,094.78	\$ 35,695.51	\$ 29,550.71	\$ 35,662.23	\$ 45,608.69	\$ 54,732.67	\$ 73,732.91	\$ 90,268.38	\$ 91,861.63	\$ 96,201.21	\$ 79,551.82	\$ 75,962.20	\$ 71,107.10	\$ 50,623.65	\$ 46,357.93	\$ 46,357.39

Notes:

- CIEC¹ 2007 CIEC income moved from FY 2008 to FY 2007 to better reflect annual balances
- 2010 CIEC income moved from FY 2011 to FY 2010 to better reflect annual balances
- 2013 CIEC income moved from FY 2014 to FY 2013 to better reflect annual balances
- 2014 CIEC income moved from FY 2015 to FY 2014 to better reflect annual balances
- FY 2014² Income and expenses does not reflect ASEE Summer meeting or interest and is based on unaudited financial information

American Society for Engineering Education
Engineering Technology Division
²Treasurer's Report - ETD ¹CIEC Account Special Report
January 27, 2021

ETD ¹ CIEC Account			
Beginning Balance 6/01/2016			\$ -
Income			
25-Jun-2016	CIEC Div. Share	\$ 803.37	
25-Jun-2017	CIEC Div. Share	\$ 14,856.71	
25-Jun-2018	CIEC Div. Share	\$ 215.70	
25-Jun-2019	CIEC Div. Share	\$ 11,053.45	
25-Jun-2020	2020 CIEC Div. Share	\$ 3,747.40	
	2021 CIEC Div. Share (conf. cancelled)	\$ -	
			\$ 30,676.63
Expenses			
18-Feb-2018	Postage	\$ 13.98	
1-Feb-2019	Hospitality	\$ 1,176.29	
1-Feb-2020	Hospitality	\$ 1,762.75	
1-Feb-20	Travel Grants for ETD Conf. Chairs	\$ 3,100.00	
			\$ (6,053.02)
Ending Balance 06/25/2020			\$ 24,623.61
Outstanding Encumbrances			
			\$ -
Projected Balance as of 7/21/2020			\$ 24,623.61

Footnotes

¹CIEC has a separate account for conference expenses at Bank of America. (Administered via Linda Krute/Linda Thurman)

²Based on audited Financial Report email dated 10/05/19 from Linda Krute CIEC Treasurer

American Society for Engineering Education
Engineering Technology Division
CIEC Account Income Statement

	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Beginning Balance													\$ 803.37	\$ 15,660.08	\$ 15,861.80	\$ 25,738.96
Income																
CIEC ^{1,3}	\$ 7,970.09	\$ 5,427.90	\$ 7,476.00	\$ -	\$ 4,645.67	\$ 7,891.12	\$ 5,069.49	\$ 13,092.76	\$ 17,654.07	\$ 6,467.22	\$ 4,339.58	\$ 803.37	\$ 14,856.71	\$ 215.70	\$ 11,053.45	\$ 3,747.40
Interest													\$ -	\$ -	\$ -	\$ -
Other													\$ -	\$ -	\$ -	\$ -
Total Income													\$ 14,856.71	\$ 215.70	\$ 11,053.45	\$ 3,747.40
Expenses																
CIEC													\$ -	\$ 13.98	\$ -	\$ -
Hospitality													\$ 776.63	\$ -	\$ 1,176.29	\$ 1,762.45
Best Paper Award													\$ -	\$ -	\$ -	\$ 3,100.00
Travel													\$ -	\$ -	\$ -	\$ -
Other													\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 776.63	\$ 13.98	\$ 1,176.29	\$ 4,862.45
Ending Balance													\$ 14,883.45	\$ 15,861.80	\$ 25,738.96	\$ 24,623.91

Notes:

- CIEC¹ 2007 CIEC income moved from FY 2008 to FY 2007 to better reflect annual balances
- 2010 CIEC income moved from FY 2011 to FY 2010 to better reflect annual balances
- 2013 CIEC income moved from FY 2014 to FY 2013 to better reflect annual balances
- 2014 CIEC income moved from FY 2015 to FY 2014 to better reflect annual balances

FY 2014² Income and expenses does not reflect ASEE Summer meeting or interest and is based on unaudited financial information

CIEC³ In FY16, due to ASEE charging administrative fee, CIEC funds are held in separate CIEC Conf. Acct at Bank of America (admin. By CIEC Fin. Chair)

ETD Program Chair ASEE 2021 Annual Conference Interim Report

Prepared by
Christopher LeBlanc

Prepared for
ETD Executive Committee Meeting
January 27, 2021, Virtual Meeting

Vital Statistics

Abstracts submitted:	82 (129 Jan, 2020)
Abstracts rejected:	2
Abstracts withdrawn:	0
Draft Papers due by Feb. 8, 2021	5 submitted as of 1/25/2021
Accepted Reviewers	83
Requested number of papers to review	286

Questions:

The ETD Business Meeting was held outside of the Convention Center in 2019. Is that an expectation again this year? If so, who is responsible for finding a venue and making arrangements? Currently, cost is set a \$10.00 per registrant. Will ETD cover the cost above that, or should we increase the cost?

Comments

The ETD program currently has reserved 9 technical sessions (12 in 2020), 10 business meetings, 1 combined social/business meeting (ET business meeting and awards luncheon) , and 1 social event (the McGraw Banquet, it got listed as a Business meeting). ETD is also co-sponsoring the Interdivisional Town Hall Meeting, with more co-sponsorship anticipated.

Business Meetings

Tuesday	11:30 AM	ET Business meeting and Awards Luncheon
Tuesday	1:45 PM	ETD Executive Board
Tuesday	3:30 PM	Focus on ETAC Accreditation
Wednesday	7:00 AM	JET Board Meeting
Wednesday	7:00 AM	Engineering Technology National Forum
Wednesday	8:00 AM	ECET Dept. Heads Meeting
Wednesday	1:45 PM	Tau Alpha Pi Meeting
Wednesday	7:00 PM	McGraw/Berger Award Dinner
Thursday	11:30 AM	MET department heads
Thursday	11:30 AM	ETLI

Technical Sessions

Monday	1:15 PM	Session 1
Monday	3:00 PM	Session 2
Tuesday	3:30 PM	Session 3
Wednesday	8:00 AM	Session 4
Wednesday	9:45 AM	ETD Poster session
Wednesday	1:45 PM	Session 5
Wednesday	3:30 PM	Session 6
Wednesday	3:30 PM	Session 7
Thursday	8:00 AM	Session 8
Thursday	8:00 AM	Session 8

January 27, 2021

Report from Vice-Chair Communications

Jay Porter

- The Engineering Technology Division page is still operational and can be found at <http://www.engtech.org>.
- I have been periodically sending out reminders on the ETD listserv to join ETD. If the message being sent needs updates, please let me know.
- The ETD site requires continued maintenance and I am asking the officers from the represented groups (ETD, ETC, and ECETDHA) to continue monitoring the website and sending updates to jporter@tamu.edu as needed. Please remember to send your updates to me for posting in a timely manner.
- The following changes have been made recently:
 - Checked for broken links
 - Edits for the ET National Forum
 - Routine edits to conference page, etc.
 - Updated JET pages per requests
- The status of the webpage and hosting site is stable. The site is still hosted through Texas A&M's WordPress portal.
- Please send comments, feedback and suggestions about the ETD website to Jay Porter at jporter@tamu.edu.

NOTE: Check out the ASEE ETD Listserv HomePage at: <http://etidweb.tamu.edu/listserv.php>

2445 Members at 4-YR COLLEGES (Institutions by listserv members): 410

116 Purdue University, IN (purdue.edu)
108 Pennsylvania State University, PA (psu.edu)
62 Texas A&M University, TX (tamu, pv-, -c-, -cc, g, iu, k & w.edu)
46 Rochester Institute of Technology, NY (rit.edu)
44 Purdue University Northwest, IN (pnw.edu)
32 Ferris State University, MI (ferris.edu)
32 Indiana University Purdue University Indpls., IN (iupui.edu)
32 Kennesaw State University, GA (kennesaw.edu)
31 New York City College of Technology, NY (citytech.cuny.edu)
31 University of North Texas, TX (unt.edu)
30 University of Houston-University Park, TX (uh.edu)
28 North Carolina A&T University, NC (ncat.edu)
27 Central Connecticut State University, CT (ccsu.edu)
26 Wentworth Institute of Technology, MA (wit.edu)
25 Old Dominion University, VA (odu.edu)
25 Western Carolina University, NC (wcu.edu)
24 Arizona State University, AZ (asu.edu)
24 University of Cincinnati, OH (uc.edu)
22 Oklahoma State University, OK (okstate.edu)
21 Indiana State University, IN (indstate.edu)
21 Middle Tennessee State University, TN (mtsu.edu)
21 Pittsburg State University, KS (pittstate.edu)
21 SUNY College of Tech. at Farmingdale, NY (farmingdale.edu)
20 Kansas State University, KS (k-state & ksu.edu)
20 Pennsylvania College of Technology, PA (pct.edu)
20 University of Hartford, CT (hartford.edu)
19 East Carolina University, NC (ecu.edu)
19 University of Maine, ME (maine.edu)
19 University of North Carolina-Charlotte, NC (uncc.edu)
18 East Tennessee State University, TN (etsu.edu)
18 University of Dayton, OH (udayton.edu)
17 Iowa State University, IA (iastate.edu)
17 Purdue University Ft. Wayne, IN (pfw.edu)
17 University of Pittsburgh-Johnstown, PA (pitt.edu)
16 Bluefield State College, WV (bluefieldstate.edu)
16 University of Toledo, OH (utoledo.edu)
15 Eastern Illinois University, IL (eiu.edu)
15 Georgia Southern University, GA (georgiasouthern.edu)
15 Virginia State University, VA (vsu.edu)
14 Bradley University, IL (bradley.edu)
14 California State University-Long Beach, CA (csulb.edu)
14 DeVry University, IL (devry.edu)
14 Florida A&M University, FL (famu.edu)
14 New Mexico State University, NM (nmsu.edu)
14 Oregon Institute of Technology, OR (oit.edu)
14 South Carolina State University, SC (scsu.edu)
14 Thomas Edison State University, NJ (tesu.edu)
13 Alfred State College, NY (alfredstate.edu)
13 Central Washington University, WA (cwu.edu)
13 Michigan Technological University, MI (mtu.edu)
13 Milwaukee School of Engineering, WI (msoe.edu)
13 New Jersey Institute of Technology, NJ (njit.edu)
13 SUNY Institute of Technology at Utica/Rome, NY (sunyit.edu)
13 University of the District of Columbia, DC (udc.edu)
13 Vaughn College of Aeronautics & Tech., NY (vaughn.edu)
13 Weber State University, UT (weber.edu)
12 Brigham Young University, UT (byu.edu)
12 Buffalo State College, NY (buffalostate & buffalo.edu)
12 Miami University, OH (miamoh.edu)
12 Murray State University, KY (murraystate.edu)
12 Northern Illinois University, IL (niu.edu)
12 Vermont Technical College, VT (vtc.edu)
11 California University of Pennsylvania, PA (calu.edu)
11 Capitol Technology University, MD (captechu.edu)
11 College of Technological Studies, KUW (paet.edu.kw)
11 Eastern Michigan University, MI (emich.edu)
11 Ohio University, OH (ohio.edu)
11 Savannah State University, GA (savannahstate.edu)
11 Texas Southern University, TX (tsu.edu)
10 Appalachian State University, NC (appstate.edu)
10 California State University-Los Angeles, CA (calstatela.edu)
10 Drexel University, PA (drexel.edu)
10 Fitchburg State University, MA (fitchburgstate.edu)
10 Minnesota State University, MN (mnsu & mnstate.edu)
10 University of Akron, OH (uakron.edu)
9 Ball State University, IN (bsu.edu)
9 British Columbia Institute of Technology, CAN (bcit.ca)
9 North Carolina State University, NC (ncsu.edu)
9 Texas Tech University, TX (ttu.edu)
9 University of Arkansas-Little Rock, AR (ualr.edu)
9 University of Texas-Brownsville, TX (utb.edu)
9 University of Wisconsin-Stout, WI (uwstout.edu)
9 Western Michigan University, MI (wmich.edu)
9 Western Washington University, WA (wwu.edu)
8 Jackson State University, MS (jsu & jsums.edu)
8 Kent State University, OH (kent.edu)
8 Metropolitan State University of Denver, CO (msudenver.edu)
8 Morehead State University, KY (morehead-st, moreheadstate.edu)
8 Norfolk State University, VA (nsu.edu)
8 Northeastern University, MA (neu.edu)
8 Sam Houston State University, TX (shsu.edu)
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7 Alabama A&M University, AL (aamu.edu)
7 Colorado State University-Pueblo, CO (csupueblo.edu)
7 Daytona State College, FL (daytonastate.edu)
7 Eastern Kentucky University, KY (eku.edu)
7 Eastern Washington University, WA (ewu.edu)
7 Fairmont State University, WV (fairmontstate.edu)
7 James Madison University, VA (jmu.edu)
7 Maine Maritime Academy, ME (mma.edu)
7 Northwestern State University of Louisiana, LA (nsula.edu)
7 Olympic College, WA (olympic.edu)
7 Southern Illinois University-Carbondale, IL (siu.edu)
7 University of Northern Iowa, IA (uni.edu)
6 Cal Poly-Pomona, CA (cpp.edu)
6 Central Michigan University, MI (cmich.edu)
6 ECPI College of Technology, VA (ecpi.edu)
6 Fairleigh Dickinson University, NJ (fdu.edu)
6 Grambling State University, LA (gram.edu)
6 Lawrence Technological University, MI (ltu.edu)
6 Missouri Western State University, MO (missouriwestern.edu)
6 New York Institute of Technology, NY (nyit.edu)
6 Texas State University, TX (txstate.edu)
6 Universidad de Monterrey, MEX (udem.edu.mx)
6 University of Southern Mississippi, MS (usm.edu)
6 University of Texas-El Paso, TX (utep.edu)
6 University of Texas-Tyler, TX (uttyler.edu)
6 Utah State University, UT (usu.edu)
6 Western Illinois University, IL (wiu.edu)
6 Youngstown State University, OH (ysu.edu)
5 Austin Peay State University, TN (apsu.edu)
5 Bowling Green State University, OH (bgsu.edu)
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4 Baker College-Owosso, MI (baker.edu)
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4 California State University-Fresno, CA (csufresno.edu)
4 Georgia Institute of Technology, GA (gatech.edu)
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4 Morrisville State College, NY (morrisville.edu)
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4 Point Park College, PA (pointpark.edu)
4 Portland State University, OR (emp.pdx.edu)
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1 Zhejiang University of Technology, CHI (zjut.edu.cn)

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28 City College of San Francisco, CA (ccsf.edu)
27 Mott Community College, MI (mcc.edu)
25 Chattahoochee T. I., GA (chattahoocheetech.edu)
25 Chippewa Valley Technical College, WI (cvtc.edu)
25 John Tyler Community College, VA (jtcc.edu)
25 Linn-Benton Community College, WA (linnbenton.edu)
24 Lorain County Community College, OH (lorainccc.edu)
22 Central Virginia Community College, VA (centralvirginia.edu)
21 Asheville Buncombe Technical Community College, NC (abtech.edu)
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13 Rogue Community College, OR (roguecc.edu)
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3 Mississippi Delta Community College, MS (msdelta.edu)
3 Monroe County Community College, MI (monroecc.edu)
3 Montgomery College, MD (montgomerycollege.edu)
3 Montgomery County Community College, PA (mcc3.edu)
3 Naugatuck Valley C.C., CT (nvcc.comnet & nv.edu)
3 Niagara County Community College, NY (niagaracc.suny.edu)
3 Northern Essex Community College, MA (necc.mass.edu)
3 Northwest State Community College, OH (northweststate.edu)
3 Owens Community College, OH (owens.edu)
3 Passaic County Community College, NJ (pccc.edu)
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3 Richland College, TX (dccc.edu)
3 Salt Lake Community College, UT (slcc.edu)
3 Sandhills Community College, NC (sandhills.edu)
3 Spartanburg Community College, SC (sccc.edu)
3 Stark State College of Technology, OH (starkstate.edu)
3 Suffolk County Community College, NY (sunysuffolk.edu)
3 Technical College of the Lowcountry, SC (tcl.edu)
3 Texas Southmost College, TX (tsc.edu)
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3 Union County College, NJ (ucc.edu)
3 Virginia Western Community College, VA (virginiawestern.edu)
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3 Westmoreland County Community College, PA (westmoreland.edu)
2 Albany Technical College, GA (albanytech.edu)
2 Black Hawk College, IL (hbc.edu)
2 Black River Technical College, AR (blackrivertech.org)
2 Bristol Community College, MA (bristolcc.edu)
2 Butler County Community College, PA (bc3.edu)
2 Camosun College, CAN (camosun.bc.ca)
2 Central Oregon Community College, OR (coccc.edu)
2 College of the Sequoias, CA (cos.edu)
2 Community College of Philadelphia, PA (ccp.edu)
2 Delgado Community College, LA (dcc.edu)
2 Dutchess Community College, NY (sunydutchess.edu)
2 Georgia Piedmont Technical College, GA (gptc.edu)
2 Glendale College, AZ (cgc & gmail.maricopa.edu)
2 Greenville Technical College, SC (gvltec.edu)
2 Harbor College, CA (lahc.edu)
2 Iowa Western Community College, IA (iwcc.edu)
2 Jamestown Community College, NY (sunyjcc.edu)
2 Johnson County Community College, KS (jccc.edu)
2 Massasoit Community College, MA (massasoit.mass.edu)
2 Mid-State Technical College, WI (mstc.edu)
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2 Nashville State Technical Community College, TN (nscc.edu)
2 NHTI - Concord's Community College, NH (ccsnh.edu)
2 North West College, WY (nwc.edu)
2 Northampton Community College, PA (northampton.edu)
2 Ocean County College, NJ (ocean.edu)
2 Onondaga Community College, NY (sunyoccc.edu)
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2 Red River College, CAN (rrc.mb.ca)
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2 South Mountain Community College, AZ (southmountaincc.edu)
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To: Engineering Technology Division Executive Board

From: Carol Lamb, Chair ETC for 2020-2022

Regarding: ETC Update

Over the past year ETC has continued to work to promote ET academics and the equality of ET graduates in qualifying to sit for the FE and PE exams, without additional requirements (work experience or coursework). There still are many barriers that need to be broken down which restrict ET graduates.

ETLI (Engineering Technology Leadership Institute), in order to keep institutions/ET leaders involved, presented several webinars over the past 4-5 months. The attendance (in person and viewing the session at a later time) has been good. The disadvantage is that there is no financial gain as seen when we hold the annual ETLI conference. There is at least one more webinar/Hill visit planned for March. ETLI conference for 2021 will likely be virtual or some type of hybrid event, as status of COVID is still questionable and lack of funds at many institutions for travel.

Submitted by,

Carol M. Lamb

Carol Lamb, ETC Chair 2020-2022
Youngstown State University
School of Computer Science, Information, and Engineering Technology

2020 ASEE Conference ETD Program Chair Final Report

Prepared by
Kevin Cook
Montana State University

Prepared for
ETD Executive Committee Meeting
January 27, 2021

Vital Statistics

	2020 Virtual Conference	2019 Conference
Abstracts submitted	130 (3 transferred from other divisions)	104 (includes 3 transferred from other divisions)
Abstracts rejected	2	0
Abstracts withdrawn	3	2
Missed draft deadline	44	30
Papers withdrawn	24	12
Draft papers submitted	92	62
Draft papers rejected	5	7
Final drafts published	57	55
Number of reviewers	81	103

Of the abstracts submitted, 44% resulted in published papers. This is lower than the past ASEE average (60% in 2019). Most likely, this is due to the transition to a virtual conference rather than any other factor. Many authors chose not to finalize papers or withdrew final papers because of the change in format.

ETD Business Meetings Schedule

The ETD program included 10 Business Meetings (McGraw/Berger was cancelled):

1. ETD Executive Board
2. ETD Business Meeting and Awards Luncheon
3. Focus on ETAC Accreditation
4. JET Board Meeting
5. ECET Dept Heads Meeting
6. Tau Alpha Pi Meeting
7. ~~McGraw/Berger Award Dinner~~
8. MET Department Heads
9. Engineering Technology Leadership Institute
10. Engineering Technology National Forum
11. Engineering Technology Council

Note: The McGraw/Berger Award Dinner was cancelled. Additionally, the ETD National Forum, ETC, and ETLI Meetings were Joint ETD / ETC Meetings. The ETC also participated in the Division Mixer, Monday, June 22, 4:00 pm to 5:00 pm EDT.

ETD Technical Session Schedule

The ETD program consists of 13 20-minute technical sessions as shown below:

Session #	Session ID	Title
1	12549/M223A	ET Pedagogy I
2	12550/M323A	New Directions for ET
3	12551/W323	STEM Issues
4	12552/R223	Focus on ETAC Accreditation
5	12553/R323A	ET Curriculum & Programs I - Higher level
6	12554/R323B	ET Curriculum & Programs II - Program Level
7	12555/R323C	ET Pedagogy II
8	12556/F223A	ET Pedagogy III
9	12557/F223B	Stem Issues II
10	12558/F323A	A Technology Potpourri I
11	12560/M323B	ET Projects / Capstone I - Electrical and Computer Emphasis
12	12561/T323A	ET Projects / Capstone III - Mfg Related
13	12562/T323B	ET Projects / Capstone II - General

General Comments

The 2020 process 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.

The assistant vice-chair performed similar duties during the draft review phase, including assigning papers; communicating, as appropriate, with reviewers, authors, and the chair. The chair was responsible for final paper decisions.

In addition, the program chair is responsible for determining all final arrangements for sessions and meetings, including any amenities, assigning papers to sessions, scheduling sessions, requesting time changes to avoid conflicts, and dealing with author requests. The chair also responded to a few complaints: angry authors whose papers were rejected, late papers, and individual re-scheduling requests. As a consequence of this session moving to “Virtual”, many deadlines, as well as the presentation format, changed. This led to much confusion and a large volume of questions to the chair from the authors. Throughout this transition, the ASEE and the Virtual Conference Team were always professional, generous, and helpful. I cannot thank them enough for their support!

Finally, I want to thank Christopher LeBlanc, assistant vice-chair for programs, for his help during the draft paper review process. I look forward to helping him transition to the chair position.

Recommendations

I feel that the decline in the number of published papers this year is more a consequence of the change to a virtual conference than anything else, so cannot make any recommendations regarding increasing participation. The participation numbers were up at the beginning of the process, so I would suggest waiting for a decision on what the format for the 2021 conference will be before making any other suggestions.

If I had it to do over, I would provide more detailed instructions to the reviewers in the call for reviewers. I feel that we could improve the quality and consistency of reviews if the instructions were more detailed. I will work with Christopher LeBlanc and Vukica Jovanovic on this point. I would recommend that the assistant vice-chair handle the draft paper review process, as this provides important experience for assuming the chair position the next year. In addition, as I assume the past chair position, I am happy to help Christopher navigate the process this next year.

Finally, I would like to thank the past chair (Marilyn Dyrud) for all her help and support throughout the past two years.

Date: January 23, 2021

TO: Engineering Technology Division Executive Board
FROM: Scott Danielson, Chair of the ETAC for 2020-2021
RE: ETAC Update

Highlights of ETAC activities are below.

ACCREDITATION REVIEWS

The Engineering Technology Accreditation Commission has completed initial reviews of seven Interim Reports and 34 General Reviews (GR), which include Initial General Reviews (IGR). There are 16 evaluations scheduled for January through February, with one of those conducted the week of 18 January. All reviews are using a “virtual” modality.

CRITERIA CHANGES IMPLEMENTED THIS CYCLE

The ETAC general criteria now includes a requirement in Criterion 5 of “The curriculum must include topics related to professional and ethical responsibilities, **diversity and inclusion awareness**, quality, and continuous improvement.”

ETAC Communications to Team Chairs and Institutions

The ETAC periodic newsletters provided to ETAC-accredited programs distributed in the 2019-2020 were suspended by the ABET staff. As a replacement, the ETAC has used opportunities to include ETAC-focused content in the Catalyst. While allowable topics are limited, the ETAC has tried to use this forum to provide information to its programs/institutions. A team chair newsletter was distributed to team chairs in fall 2020 cycle, providing information that could be forwarded to institutions/programs under review. A new program self-evaluation form, based on the form program evaluators use when evaluating programs, was developed and saw limited distribution for testing.

Based on program feedback last August, the ETAC will split the Instructional Representative workshop, traditionally done in July and last year in August, into two parts. Part I will be conducted virtually in February/March and focus on self-study preparation and interactions with the AMS and the team chair/team approval process. Part II will be conducted in July or August and focus on evaluation preparations.

ETAC continues to hope that at least some evaluations in the 2022 cycle can be conducted with evaluators on the ground at the institutions. Of course, volunteer and institution choice should be respected.

ETAC COMMITTEE ACTIVITIES

1. Nominating Committee: Tom Hall, Chair

ASEE received a second seat of the commission for 2021-2022 and nominated Elaine Cooney. Keith Johnson is serving as the other ASEE commissioner.

Other member societies continue to leave unfilled slots on the ETAC, e.g., they do not nominate people to serve as commissioners. This negatively impacts ETAC’s ability to manage workload for commissioners.

Date: January 23, 2021

Diversity is also an issue, for instance ETAC had few women serving as commissioners. Ultimately, this rests with the member societies to nominate a diverse slate of commissioners.

2. Criteria Committee: Marty Reed, Chair

The committee has been busy. An extensive analysis of society requests for co-lead or cooperating society status for the mechatronics program area has been accomplished. A final recommendation is expected in April.

A revised program criteria template for use in future society reviews or creation of new program criteria is under development. Revised program criteria have been approved for implementation in fall 2021 for industrial engineering technology and surveying/geomatics engineering technology.

Finally, a minor change to ETAC Criterion 3 was approved in January and is on the governance meeting agenda for March.

3. Consistency Committee: Tom Hall, Chair

The ETD may not know about this committee's activities. The Consistency Committee will begin reading each finding in each final statement during the spring and "bin" the issues found in those findings. Besides enabling consistency in finding levels, the results of the binning process provides insight into where programs struggle to comply with criteria and provides excellent feedback to the commission leaderships and members. In some cases, these data guide the Training Committee on development of materials for the Institutional Representative sessions and commission training.

4. Document Committee: Raju Dandu, Chair

The Documents Committee is reviewing all documents for legacy implicit bias regarding gender roles, e.g., team chairs as "he." The new program self-evaluation form, mentioned earlier, will become a part of the ETAC document list. All other forms/documents are reviewed yearly for improvements/updates.

5. Quality Committee: Harrie Stevens, Chair

The Quality Committee reviews performance appraisals of PEVs and TCs for this current cycle and when necessary recommends individuals for retraining, counseling or removal from ETAC activities. The editing chain is also subject to evaluation and review processes.

Respectfully Submitted,



Scott Danielson, ETAC Chair 2020-21

Polytechnic School of the Ira A. Fulton Schools of Engineering
Arizona State University

Engineering Technology Division Membership Report January 2021

ETD Individual Members: **415**

(From ASEE member directory)

ASEE institutional members: **377**

(from Website)

ETC institutional members (acad): **71**

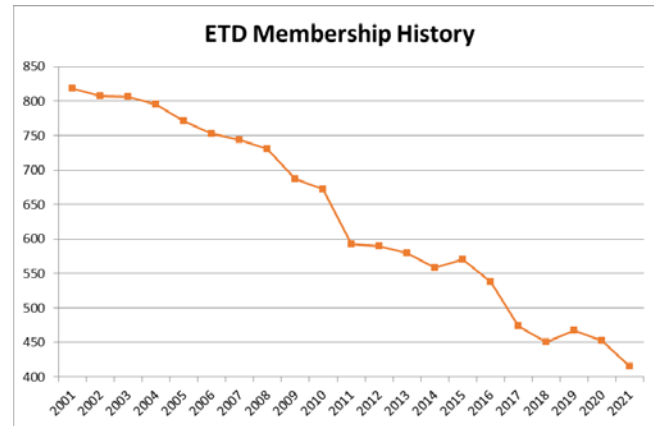
(from Website)

Dual E/ET: **48** (from Website)

ET 4yr only: **11** (from Website)

ET 2yr only: **8** (from Website)

College Affiliate*: **15** (from Website; may be represented on the ETC)



ASEE members at ETC institutions: **1656**

(from Website; excludes College Affiliate)

ETD members at ETC institutions: **197**

(from Website; excludes College Affiliate)

** College Affiliate membership is offered to schools in the United States and Canada that offer engineering or engineering technology programs that are not accredited by the Accreditation Commission for Engineering and Technology (ABET) or the Canadian Engineering Accreditation Board (CEAB) or the National Council of Deans of Technology (NDOT). This includes community colleges and technical schools that wish to become more involved in engineering and engineering technology education, as well as colleges that offer pre-engineering courses as part of a 3/2 or dual-degree program.*

ETD Membership Benefits

1. Receive the Journal of Engineering Technology (JET). JET is a refereed journal published semi-annually by the Engineering Technology Division. The journal is one of the major publication venues of refereed scholarly works for engineering technology educators.
2. Eligibility to participate in the annual Mini-Grant program, which provides members of the division an opportunity for partial funding on projects that will benefit ETD or a segment of the engineering technology community.
3. Have a voice in advancing engineering technology education through the Engineering Technology National Forum (ETNF).
4. Opportunities to take a leadership role in advancing engineering technology education.
5. Access to professional development opportunities for engineering technology faculty, staff, and administrators through conferences such as the Engineering Technology Leadership Institute (ETLI), the ASEE Conference on Industry and Education Collaboration (CIEC), and the ASEE National Conference.
6. Network with peer engineering technology educators and sharing of best practices.
7. Support the efforts of the Engineering Technology Division – the voice of engineering technology education.

