ETD Executive Committee Meeting Minutes 29 January 2020

The Executive Committee meeting of the ETD was called to order at 4:02pm on January 29, 2020 by Clay Gloster, Jr., Division Chair of ETD at the CIEC 2020 Annual Conference, Hilton Orlando in Orlando, Florida. The following persons were present: (sign in sheet).

Minutes of the previous meeting were distributed electronically prior to the meeting. Hardcopies were reviewed by meeting attendees. Marilyn Dyrud made a motion to accept the ETD minutes of June 16, 2019 as presented. The motion was seconded by Jay Porter. The motion passed unanimously.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer's Report: A brief treasurer's report was given by David Goodman. He reported the balance of the Banking and Accounting Services System (BASS) account as of last year was approximately, $46,000 as if December 31, 2019.

The major expenses were six mini-grants, and the Engineering Technology (ET) Teaching Award Endowment (1/3 share) of $13,334. There are approximately $4,581 in outstanding encumbrances. The ETD CIEC Account has a projected account balance of $25,739 as of January 1st 2020.

A motion was forwarded to review the hotel and registration expenses of individuals as a stipend if requested. Specifically, it was requested to increase the travel stipend from $750 to $1,800. The motion was seconded by Jay Porter. During the discussion it was agreed that an additional analysis with the individuals affected was needed, therefore the motion was withdrawn with the Treasurer to conduct a more thorough analysis of the needs.

A motion was advanced to add the Proceeding Chair to the CIEC-ETD travel stipend allocation list if the individual is an ETD member. The motion was moved and seconded. During the discussion it was noted that most of the proceedings at CIEC are from the ETD. The motion was passed unanimously.

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

ASEE Program Conference Chair:
Marilyn Dyrud gave the report.

Vital Statistics
Abstracts submitted: 129 (More than last year)
Abstracts withdrawn: 3
Technical Session: 12
Business meeting: 1
Social Event: 1
The total number of reviewers was significantly higher than last year.

Comments
In general, the ETD had a good number of reviewers to handle the abstracts and papers submitted. Business meeting was good at a cost of $10 per person for a total revenue of $320 and a total cost of $539. A net cost to ETD of $219. There was general agreement to continue to look at an off-site luncheon at $12 per person. Clay will select a site for the ASEE Montreal Conference.

Recommendations: We will encourage ETD membership to the ASEE presenters who are presenting within the ETD

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 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:
    Update conferences section
    Update officer lists and minutes based on feedback from the 2019 CIEC meeting
    Updated the Journal of Engineering Technology (JET) page at the direction of Susan Scachitti

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 over 4500 listserv members from 1,139 member institutions as of January 3rd 2020. There are 417 4 year colleges represented and 1485 members at 2 year colleges. The listserv has 503 members across 444 Organizations, Corporations & Government Agencies. Members are from all 50 states and 57 countries around the world. (A detailed report is attached)

Nominations/Elections: Rob Weissbach gave the report on ETD nominations and elections. Rob will send a communication on the open position.

Other Reports
ETC Report: Scott Dunning reviewed the current issues at ETC

2020 CIEC Report: Alok Vermo reported the following for the 2020 CIEC there
were
       12 Technical Sessions
       1 Mini Plenary – ET & E Session with 6 panelists
       5 Business meetings
No general issues and ETD had purchased 3 projectors to allow the division to set
up rooms for presentation. Total attendance is 277 with 69 ETD attendees. This
conference has the largest number of first time attendees.

ETAC of ABET: No report

Members at Large – Scott Segalewitz reported on the ETD membership history
(report attached). Currently there are 443 ETD individual members from the
ASEE member directory. Previously there were 461 from June 2019. The ETD
membership benefits were reviewed with a change noted in the "eligibility to
participate in the <u>BI-ANNUAL</u> Mini-grant program"
       The individuals at various institutions were reviewed with a proposal to
review ASEE membership by University and contacting those institutes with areas
to expand membership.

Tau Alpha Pi: No report

JET – Journal of Engineering Technology: Moin Uddin reported that there is a
a new production editor (Wangping Sun) and (Jyhwen Wang) as the manuscript
editor. JET has transferred to Scholastica for peer review with a reduction in
publication time from 18 months to 10 month for publication. The websites are
being updated for clarity for authors and reviewers. Please encourage
submission of JET papers and volunteers for reviewers. Friday at the CIEC
Conference will be the JET board meeting.

Mini-grants: There will be posting of the final mini-grant reports to the
ETD website and the next proposals. The next call for mini-grants
proposals will be sent in August 2020 with proposals due in December
2020. There will be a need for a CIEC session in 2021 for Mini-grant
closeout.

ETLI: The ETLI was held in October 2019 in Alexandria VA and is planned for
October 8 & 9 2020 also in Alexandria. The 2019 meeting had very successful
meetings with visits to Capitol Hill, Senators, Congress, White House and
Pentagon representatives. For 2020 the plan is for longer visits to government
officials. The past meetings had an opening night, visits to Capital Hill and key
agencies to discuss items such as the GS-0800 (All Professional Engineering
Positions) hiring standards Friday of ETLI was normally focused on ties between
Industry and Engineering Technology with a Saturday ETC meeting. Future
meetings are planned for government interface training on Wednesday and the

very impactful government interface meetings all day on Thursday. March and April will be targeted for the ETLI first website postings, with recruiting focused in August.

National ET Forum: Ron Land gave the report. He reviewed the diversity of students in the ET program areas and the results of the National Society of Professional Engineers (NSPE) meeting.

ETD Standard Operating Procedure: The was a motion to have a two year CIEC program chair and Assistant CIEC program chairs terms with year terms for both positions. This was proposed by Rob Weissbach and seconded. After discussion the motion was passed unanimously.

ETD Bylaws: Three people are need to review the Bylaws. The last update to the Bylaws was in 2012. An update to these is targeted for 30-60 days before the annual meeting. A diversity statement will need to be included. Alok Verma will be part of the team to review the bylaws. A suggestion was proposed to have a member at large to focus on membership and a separate member at large to focus on bylaws.

CIEC 2021: A motion was proposed to have Scott Dunning be the Assistant General Chair. The motion was seconded and passed

A motion to adjourn the meeting was made and the meeting was adjourned at 5:31 PM.

Respectfully submitted,

Rob Garrick, Acting Secretary, Engineering Technology Division