



ETD Business Meeting Minutes 17 June 2019

The Business Meeting of the ETD was called to order at 12:05 p.m. on June 17, 2019 by Rob Weissbach, Division Chair, in Tampa, Florida. The following persons were present: Alok Verma, Barbara Christie, Elaine Cooney, Gary Steffen, Jay Porter, Keith Johnson, Moin Uddin, Marilyn Dyrud, Marty Gordon, Ron Land, Scott Segalwitz, Scott Danielson, Vladmir Genis, John Mahony, Teresa Johnson, Kathryn Kelley, Bahar Zoghi, Glenn Wrote, Hugh Jack, Peter Schmidt, Ken Burbank, Rupa Purasinghe, Vukica Jovanovic, Nancy Sandheim, Susan Scachitti, Anne Lucieth, and Kevin Cook.

OFFICER and ETD COMMITTEE REPORTS:

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 business meeting minutes of January 31, 2019 as presented. The motion was seconded by Scott Danielson. The motion passed unanimously.

Treasurer's Report: A brief treasurer's report was given by Rob Weissbach. He reported that the projected balance of the BASS account was \$48,475.10 as of July 1, 2019. He also mentioned that there was a recent expenditure of \$13,300 for the new ET teaching award.

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.

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Abstracts withdrawn: 12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 we ended up with 55 papers, 12 technical sessions, several business meetings, and one social event. The social event is the McGraw-Berger Award

banquet which will be held on June 18th in the evening. The number of papers was slightly up from last year.

Vice Chair Communications: Jay Porter gave the report. The Engineering Technology Division page is still operational and can be found at <http://www.engtech.org>. It contains information about ETD, including, information about JET and other organizations connected to ETD. It is a clearing house for information on engineering technology. Please send comments, feedback and suggestions about the ETD website to Jay Porter at jporter@tamu.edu.

ETD Listserv: No report given. However, a copy of his report is attached.

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.

Scott reported that he made a mistake during the election. He left off the name of Marilyn Dyrud from the ballot for the CIEC ETD Program Vice Chair. Another person by the name of John Ervin requested that his name to be placed on the ballot. Scott then passed out a ballot with these two names along with the biographies of both candidates. Members voted via secret ballot to select the person to fill this role.

Marilyn Dyrud was elected as the CIEC ETD Program Vice Chair.

PIC II Chair: The report was given by Peter Schmidt.

It was reported that ASEE will merge the operating account with the BASS accounts to form a single account. However, the funds transferred to the BASS account from the operating account will not be subject to the 30% surcharge.

He reported that ASEE was now financially healthy again as they have approximately \$400K in the bank.

ASEE is asking divisions to gather comments about the ASEE conference into a single document and to forward them to headquarters. This way concerns and issues can be addressed efficiently.

There was also a discussion on the reorganization of the Professional Interest Councils (PICs). They are offering three different options for reorganization (Options: red, green, or blue). This vote will be taken via divisions as opposed to by individuals.

ETC Report: The report was given by Ken Rennels. He reported that ETC was continuing efforts from the ETLI meeting held this year.

He reported that the ETLI conference was already scheduled for October. The first major initiative of ETC for the conference involves an effort to market ET programs nationally. There will also be discussions on licensure of ET graduates in all states. He also reported that attendees will visit Capitol Hill once again to promote the profession and to solicit their support of ET licensure. While Lockheed will not provide travel grants to the conference for attendees this year, they are providing funds to support capstone projects.

CIEC Report: Alok Verma gave the report. He reported that the 2019 CIEC conference went well. He also reported that award recipients for Best Paper, Best Session, and Best Moderator were selected for the conference. He also reported that the 2020 conference will be held in Orlando, FL. The call for papers has already been sent out. They are planning for 11 ETD technical sessions. He requested that ETD members submit papers before they reach capacity and plan to attend the conference in 2020.

ETAC of ABET: The report was given by Scott Danielson. New criteria will go into effect this Fall (Program Criterion and Criteria 3, 5, and 6). The number of outcomes has been reduced to five. Other elements that were outcomes have been moved to the curriculum.

Membership: Scott Segalewitz gave a brief report. He mentioned that a full report is attached.

He pointed out that there were 468 ETD members. This is up slightly from 450 last year. He referred to his report that contains the number of ETD members at each institution. He maintains a list of individual members for each institution if someone needs it. He also pointed out that there are a lot of folks listed on the websites of institutions with engineering technology titles, but many of these folks are not ETD members. He once again made a call for all to go out and encourage others to become an ETD member.

JET: The report was given by Susan Scachitti. Everyone should have received their Spring 2019 JET issue (60 pages). She stated that the JET continues to publish a Spring and Fall edition each year. She also reported that the leadership will change after this meeting.

After this meeting, Susan will move to the Past Editor, Mohammad Moin Uddin will serve as the Editor-in-Chief, Jyhwen Wang will serve as the manuscript editor, and Wangping Sun will serve as the new production editor.

The submission timeframe for JET is improving. It was originally took an average of 24 months, but over the past two years, the average is 14 months.

Spr 18 – 18 months average submission timeframe

Fall 18 – 13 months average submission timeframe

Spr 19 – 10 months average submission timeframe

The current average submission timeframe is almost as good as that of a typical conference. Hence, in some instances, she recommends that members submit their manuscripts to the journal instead of a conference.

She also reported that the paper acceptance rate is still good for JET. For 2017 the rate was 13%.

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. She encourages ETD members to submit papers to JET that are significantly different from other papers published in conferences or other journals. They must be significantly different to be published by JET.

There was another comment made by a former JET editor stating that there are problems with bad reviewers. He suggested that it is better not to be a reviewer than to be a bad reviewer. It takes JET several months to resolve this issue. There was suggestion that there be a session in the conference on how to become a good reviewer for JET.

ETNF: Ron gave the report. He pointed out that there was a session at 1:30 p.m. 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. 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.

Mini-grants: Marilyn Dyrud gave the report. She reported that this year we received seven proposals and funded six of them. Four mini-grants were fully funded and two were partially funded. The next round of mini-grants will be next year. We will have them every other year because the proposals are for two years.

ETD Archives: No report.

ETLI Report: The report was presented by Hugh Jack. He stated that the meeting will be held in early October. On Thursday we will go to Capitol Hill again. On Friday we will hold the traditional ETLI sessions. A meeting to plan for the conference will be held today at 1:30 p.m.

Bylaws and Guidelines: The report was presented by Marilyn Dyrud. She stated that the new guidelines are attached to the agenda. The last time the guidelines were updated was 2012. They now include the Best Paper Award and the system we use for ASEE paper submission (Monolith). The Bylaws have not been modified.

Elaine Cooney made a motion to approve the new guidelines. The motion was seconded by Vukica Jovanovic. The motion passed.

The Division Chair announces that we are starting a new ETD teaching award during the next cycle. The funds have been provided by ETD, JET, and ETC to establish this award in perpetuity. He encouraged members to look out for the new award next year and to encourage eligible people to apply.

Vukica Jovanovic volunteered to serve on the P12 committee on Engineering Education.

Ellen Alan is our representative to the ASEE Committee on Diversity and Inclusion. This committee wants to give reports back to the ETD. This person should be invited to the ETD meeting.

Marketing Initiative: The ETD marketing initiative will meet in room 4 immediately after this meeting.

CIEC Program: Gray Steffen reported that we will need a 2022 CIEC General Conference Chair. This person will serve as the Assistant General Conference Chair in 2021. The person needs to be in place by the 2020 conference. It is a full year of work as the person helps to plan the entire conference.

Anyone interested in serving should contact Gary Steffen. Gary Steffen mentioned that he had an interest in serving in this capacity.

Rob Weissbach gave out several awards to end the meeting. Each award and the recipient is listed below.

2018 ETD Best Paper Award (Plaque and Honorarium): Anthony Sundhein
CIEC Program Chair: Ken Rennels
ASEE Program Chair: Marilyn Dyrud
Past Chair: Scott Danielson

Scott Danielson gave an award to Rob Weissbach for his two years of service as the Chair of ETD.

The Chair mentioned that since Clay will be serving as the new Chair, we need someone to become the new secretary of ETD. All interested parties should contact Rob or Clay.

The meeting was adjourned at 12:50 PM.

Respectfully submitted,



Clay Gloster, Jr., Secretary, Engineering Technology Division