



## **ETD Executive Committee Meeting Minutes 14 June 2015**

The Executive Committee Meeting of the ETD was called to order at 2:16 PM on June 14, 2015 by Keith Johnson, Chair of ETD, in Seattle, WA. Attendees were Ed Tezak, Secretary, Ken Rennels, Treasurer, Jay Porter, Vice Chair Communications, Marilyn Dyrud, Member-at-Large, Scott Danielson, Member-at-Large, Ken Burbank, ETC Chair, Fatih Oncul, Assistant Vice Chair for ASEE Annual Programs, Dave Goodman, Assistant CIEC ETD Program Chair, Walt Buchanan, ETD Listserv, Chuck Edmonson, JET Editor, Scott Segalewitz, Membership Chair and Tim Zeigler, Past ETD Chair. Ron Land, Verna Fitzsimmons, Mark Pagano, Pat Fox, Samuel Lieber, Austin Asgil and Gouranga Banik were also present. Rasoul Seneifard, 2015 ASEE Program Chair, Helen McNally, CIEC ETD Program Chair, and Marjan Eggermont, PIC II Chair were absent.

Walt Buchanan moved to accept the ETD Executive Committee Meeting Minutes of February 4, 2015. The motion was seconded by Scott Segalewitz and approved unanimously.

### **OFFICER and ETD COMMITTEE REPORTS:**

**Treasurer's Report:** Ken Rennels gave the Treasurer's Report. The ASEE accounting group is still undergoing CY2015 close-out and an audit so official data are not available. Data that are available are based on unaudited financial statements from ASEE dated 9/30/2014. The allocation from ASEE for the ETD Operating Account (#F024) is one dollar per ETD member which is estimated at about \$580. This is a use or lose account from ASEE. The ETD BASS Account (#FB24) has a balance of \$43,976.15 as of 5/19/2015. The share of CIEC Conference proceeds is going to be about \$4300 and is not reflected here. Ken will update the Treasurer's Report when the ASEE audit is final. Treasurers received email that we should be charging indirect cost on the BASS account. Divisions will be charged approximately 30% on these indirect gains, i.e., contracts and grants. Scott Danielson moved to accept the Treasurer's estimated report and Walt Buchanan seconded. The motion passed unanimously. Ken noted that to endow the McGraw endowment we would need \$20,000 (20X yearly amount). However, there is no need to do that now.

**Program Chair 2015:** Ed Tezak reported for Rasoul Saneifard, 2015 ASEE Program Chair. For the 2015 ASEE Annual National Conference, a total of 115 abstracts were received by ETD. The authors were notified of the acceptance or rejection of their submissions by the deadline. Sixty-one articles were reviewed and accepted for publication; six papers/abstracts were rejected by the reviewers; 22 papers/abstracts were withdrawn by the authors and 26 authors missed the

submission deadline. A total of 113 colleagues reviewed the abstracts and papers. A total of 28 sessions have been placed on the conference program for ETD activities. They include: Technical Sessions (presentations) – **13**; Business Meetings Sessions – **9**; Social Function Sessions – **2**; Others – **4**; the Poster Session was cancelled. Rasoul noted that Monolith does not allow Program Chairs to add or delete sessions. Keith indicated that there was some ability to make adjustment. He noted that Rasoul did not use his assistant. Ron Land suggested that ETD should have a document to guide the Program Chair, especially with regard to timelines. It should be posted on the ETD website. An example of a problem was the issue of the timing of the review for the Best Paper Award. ETD did not make the deadline for the submission to the PIC Chair.

**Vice Chair Communications:** Jay Porter reported as follows. The Engineering Technology Division page is still operational and can be found at <http://www.engtech.org>. The ETD site requires continued maintenance and he is asking the officers from the represented groups (ETD, ETC, ETLI, and ECETDHA) to continue monitoring the website and sending updates as required. Please remember to send updates to him for posting in a timely manner. He has no other reliable way of receiving current information than through your active participation. This especially includes updated organization lists and current organization minutes. Getting these posted as soon as possible is critical to keeping memberships up-to-date with Division activities. The webpage is now updated with the current ETD/ASEE logo. He requested the ETD Board check it out for accuracy. **Critical issue (Resolved):** In February, the ETD website was operational but not editable due to internal changes in the Texas A&M University IT infrastructure. The page is editable again. **Issue:** The two- and four-year lists for ET Department Heads have been temporarily removed from the website. The lists were last updated in 2011. These lists have value but we need a procedure on how they should be maintained. Walt Buchanan has been maintaining the 4-year list and Stuart Asser the 2-year list. Jay is working with them to see about updates. **Issue:** The interactive ET Program search engine at the Institute of Technology – West Virginia University ([etd.wvutec.edu](http://etd.wvutec.edu)) is no longer functional. Jay has temporarily removed the link until the issue can be resolved. It was suggested that Jay contact Frank Gourley for an update. **Issue:** Jay Porter's admin assistant of eight years recently left the University. She was in large part responsible for making periodic changes to the website. While a new admin is being trained, updates may be somewhat slow getting posted. Please bear with us through this transition. Please send comments, feedback and suggestions about the ETD website to Jay Porter at [jporter@tamu.edu](mailto:jporter@tamu.edu) .

**ETD Listserv:** Walt Buchanan reported on the Listserv Members. There are 4228 total members of which 2786 are at 403 four-year colleges, 1001 are at 304 two-year colleges, and 441 members are at 376 various organizations, corporations and government. There are 204 subscribers with non-institutional email addresses. 55 countries are represented.

**Elections:** Tim Ziegler reported on the elections as follows: ETD Chair, Scott Danielson, Treasurer, David Goodman, Assistant Vice Chair for ASEE Annual Programs, Robert Weissbach, Member at Large, Scott Segalewitz and Assistant CIEC ETD Program Chair, Michael Strange. Tim asked the EXEC to send him nominations. Ed Tezak mentioned the previously agreement to provide funds of \$500 to the chairs and assistant chairs for CIEC and ASEE programs to attend their respective conferences and \$500 for the CIEC chair to attend the CIEC planning meeting. Tim mentioned that Ron Rockland needs to be commended for continuing his support of the elections.

## **OTHER REPORTS:**

**PIC II Chair:** Marjan Eggermont was not present but sent in an email covering the financial situation at ASEE. The email is attached and contains a number of hyperlinks.

**ETC Report:** Ken Burbank provided the following report on ETC activities this past year.

**ETC Executive Board Meetings:** Meetings of the ETC Executive Board were held at the 2014 ETLI and the 2015 Conference on Industry Education Collaboration in Palm Springs, CA. The ETNF and ETLI committees continue to hold monthly conference calls with several Board members present.

**Engineering Technology Leaders Institute (ETLI):** Once again, the 2014 ETLI was held in Washington, DC, with good participation. The ETLI committee is planning the agenda and speakers for our next meeting, October 9, 2015. The title of this year's Leaders Institute is "Engineering Technology: Building a Strong Future".

**Engineering Technology National Forum (ETNF):** The members of the ETNF continue to explore ways to increase opportunities for ET graduates, both in their professional careers and in their continuing education. The work with OPM and other agencies continues, and the NAE study on the "Status, Role, and Needs of Engineering Technology Education in the United States." is still underway, with a report expected in early fall. New initiatives include the refinement of our value proposition and the possible creation of a national industry advisory board.

**2015 CIEC:** Ed Tezak reported for Helen McNally. There were 75 ETD registrants. The following activities occurred: One ABET Workshop, Nine Sessions, 4 paper sessions (with 23 total papers), 3 panels (ETNF, Deans and Nuts and bolts, 1 guest speaker (Diversity) and a Poster session (with 11 posters including 4 mini grant winners). Meetings included: ETD Board Meeting, ETD Breakfast and Business Meeting, ETLI Meeting, ECETDHA Board Meeting, ETC Board Meeting and JET Meeting. A hospitality Event was co-sponsored with CIP. All papers were collected and published in the proceedings.

**ETAC of ABET:** Scott Danielson provided the following report. The ETAC officers for the 2015 – 2016 evaluation cycle are: Chair - Wilson Gautreaux, Past Chair - John Sammarco, Chair - Elect - Kirk Lindstrom All industry, Scott remarked that all are from industry, Vice-Chair, Operations - Scott Dunning. Members at Large on the ExCom are: Scott Danielson, James Lookadoo, Subal Sarkar and Frank Young. Scott recommended that you check the website <http://www.abet.org/keep-up-with-accreditation-changes/> to be current with any changes that are happening or proposed by the various commissions of ABET or the APPM. For instance, you may wish to comment on the changes being proposed by the EAC to their Criterion 3, Student Outcomes. They are dramatically different. ETAC changes usually follow the EAC changes. **Program Criterion Changes.** Two program criteria changes are in effect for the 2015 - 2016 review cycle. These changes are for fire protection engineering technology and information engineering technology. In the 2015 – 2016 Criteria, one-year first reading reviews are underway for multiple program criteria. These proposed changes are for computer engineering technology, electrical/electronic(s) engineering technology, electromechanical engineering technology, mechanical engineering technology and telecommunications engineering technology. The mechanical changes are significant. There are only a few weeks to comment on these changes as they will be acted upon at the July ETAC meeting. It is expected to be an “average” year for ETAC in terms of the number of program being evaluated. ETAC can now include strength statements in the exit briefing. This has been reinstated since strengths are included in EAC exit interviews and prejudice impressions when institutions are evaluated at the same time for both EAC and ETAC programs. The strengths may or may not survive the editing process, however, they are good for the president to hear. Criterion 4 relating to assessment and evaluation and Criterion 2 relating to program educational objectives continue to be sources of program findings. However, there were multiple cases of programs not providing examples of student work, so make sure those are prepared for an evaluation. Be aware of the extra work for evaluation of any online and off-campus or remote offerings of a program. If it is possible for a student to take a significant amount of technical courses in different modalities, e.g., face-to-face at places other than at the home campus or online, then programs must be thoughtful about preparing for their evaluation, especially as related to assessment and evaluation.

**Member-at-Large:** Marilyn Dyrud reported she has completed most of her assigned tasks. She updated our new ETD logo by adding the new ASEE logo and sent it to those who requested it. She helped evaluate mini-grant applications and drafted the recruiting “quick card” and brought copies to the meeting. She passed out copies of the draft post card which supports a strategic plan action item for membership interest. Due to a very heavy teaching load for two of three terms, she indicated she was woefully behind in bibliographies. She is still at the halfway mark with 2013 and has yet to start 2014. She would like to hand off the task to someone since she has done it for 30 years.

**Member-at-Large:** Scott Danielson handed out the current strategic plan, updated after the February CIEC meeting for updates of levels of completion and

to reflect discussion at CIEC, a new Goal #3, General Outreach to ET Programs, was added. Discussion ensured with a variety of items surfacing. Review of submitted ASEE Conference papers continues to be an issue (Goal #1, Strategy #1). Discussion centered on implementation of a reviewer training program that Marilyn and Ron previously developed. Division awards were also discussed (Goal #2, Strategy #4) with a variety of ideas brought forward, including use of an Educational Innovation Award in lieu of the ETD Mini-Grants. After discussion about the ETD Program Chair duties (for the ASEE annual conference), Scott recommended that an action under Goal #1, Strategy #1 for creation of a Program Chair SOP be added. The February version of the strategic plan is attached and loaded to the ETD website, with a revised plan to be voted upon at a Fall ExCom meeting (telecom).

The meeting was adjourned temporarily at 3:45 PM and was scheduled to re-convene at 4:00 PM Tuesday.

The Executive Committee Meeting of the ETD was re-convened at 4:00 PM on June 16, 2015 by Keith Johnson, Chair of ETD. Attendees included Ed Tezak, Secretary, Ken Rennels, Treasurer, Jay Porter, Vice Chair Communications, Marilyn Dyrud, Member-at-Large, Scott Danielson, Member-at-Large, Ken Burbank, ETC Chair, Fatih Oncul, Assistant Vice Chair for ASEE Annual Programs, Dave Goodman, Assistant CIEC ETD Program Chair, Scott Segalewitz, Membership Chair. Ron Land, Verna Fitzsimmons, Robert Weissbach, Michael Strange, Vladimir Genis, Michael Johnson and Scott Dunning were also present.

**Tau Alpha Pi:** Michael Johnson gave the following report. **Chapter and Membership Status:**

Currently there are 77 active chapters. As of June 1, 2015, thirty-eight chapters inducted 426 new members.

The table below provides comparison for the last four years.

Year	As of June 1	Full Year
2011	498 members/ 85 chapters	583 members/ 85 chapters
2012	483 members/ 85 chapters	521 members/ 81 chapters
2013	335 members/ 81 chapters	488 members/ 81 chapters
2014	386 members/ 77 chapters	457 members / 77 chapters
2015	426 members/ 71 chapters	-

**Financials:**

	FY 2011	FY 2012	FY 2013	FY 2014 (YTD)	FY 2014 (YTD)
Total Revenue	\$ 24,751	\$ 21,665	\$ 17,053	\$ 20,605	\$ 14,015
Total Expenses	\$ 16,702	\$ 19,310	\$ 9,904	\$ 7,555	\$ 3,540

<b>Net Balance</b>	<b>\$ 8,049</b>	<b>\$ 2,355</b>	<b>\$ 7,149</b>	<b>\$ 13,070</b>	<b>\$ 10,475</b>
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**Recent Activity:** Chapter faculty survey was administered with 30 responses. Follow up phone calls to the survey were made to contact each of the chapter advisors. This yielded updated contact information and additional survey and verbal feedback. The Tau Alpha Pi booth was set up at the ASEE Annual Conference's Division Mixer. Michael Johnson and Tengiz Sydykov staffed the booth and provided information on the benefits of having a campus chapter. Shawnee State University in Portsmouth, OH will be renewing their chapter after a 7 year inactive status. A Tau Alpha Pi poster was created.

**JET:** Chuck Edmonson sent the following report. The current account balance is \$91,112.82. The **Spring 2015 JET** issue was published and mailed to subscribers in May 2015. Four (4) manuscripts are currently in the second round of peer review and are being prepared for the Fall 2015 issue of *JET*. The *JET* Editorial Board will have a transition of positions effective with the June 2015 ASEE meeting in Seattle. Vladimir Genis will become Editor-in-Chief, Susan Scachitti will become Production Editor, Sean Falkowski will become Manuscript Editor. Continuing in their current positions are: Walt Buchanan – Advertising Editor, Tom Hall – Subscriptions Editor and Secretary/Treasurer, Marilyn Dyrud – Communications Editor, Susan Sarapin – Copy Editor/Publisher. *JET* published ads in the September 2014 and March-April 2015 issues of the Prism. In the March-April issue of the Prism we included a line that stated that ETD members receive a free subscription to the *JET*. This was suggested at the February 2015 CIEC ETD Board meeting. Vlad asked for submission of good engineering technology and engineering education papers. A large number of submissions were from the far East but were judged not suitable for publication in *JET*. There is a need for good reviewers.

## **NEW BUSINESS**

**Membership:** Scott Segalewitz reported on ongoing initiatives. He created a statement to accompany the *JET* Ad in Prism. This was completed for the last two Prism issues. He will talk with the new *JET* Editor-in-Chief to continue this statement. *"This publication is free for all Engineering Technology Division (ETD) members. Join ETD Today!"* Jay Porter will send periodic announcements to ETD-L to encourage individuals to join ETD. The tasks for the next six months include: Get data on the following: ASEE members at ET institutions who are not currently members of ETD, people who have presented at ETD sessions who are not currently in ETD, etc. Consider a membership plan modeled after IEEE division recruiting. Contact ASEE members who are not currently in ETD and offer them one year free membership. Work up a projected cost/benefit for this initiative. Work with Marilyn Dyrud to develop the marketing card with benefits of ETD membership.

**Mini-Grants:** Ken Rennels reported on Mini-Grants. We use CIEC disbursements to fund the mini grants. At this ASEE meeting we decide how

much we will give out this year. We have 2 mini-grants open from 2014. Ken asked whether we should fund mini-grants for 2016 or suspend for a year. It was decided that we should continue to fund mini-grants. Income coming into ETD will have a 30% overhead charge by ASEE starting in October. The \$4300 expected from CIEC may be subject to this charge depending on when the check comes in. The philosophy on mini-grants was discussed. It was pointed out that it was designed as a recruiting tool. Ken moved that we fund \$5,000 for 2016 and Jay Porter seconded. The motion passed unanimously. Ken agreed to monitor mini-grants thru this next cycle.

**CIEC 2016:** Dave Goodman discussed scheduling issues. ETC Exec will not meet at CIEC. The Awards have been moved to Wednesday. Industry Day will be moved to Thursday. There is still an active call for papers for 2016 CIEC ETD. This will remain open to August 28<sup>th</sup>, 2015 with 100 word abstracts due by that date. Papers submittals are due October 1<sup>st</sup>, 2015. We are in good shape for both reviewers and session moderators, but if you can assist, please contact David Goodman ([dwgoodma@iupui.edu](mailto:dwgoodma@iupui.edu)). Several of the sessions are already full. There is still some space in other sections, including the Potpourri session. Papers not selected for presentation, but deemed acceptable will be asked to participate in a poster session. Details to be worked out.

**ETNF:** Ron Land reported that most activity was coordinated with Pat Fox and ETLI. ETNF is now working on a Value Statement. He will send it out for comment. What are the two strategic objectives that ETNF needs to adopt? He will also be working on the NAE report and deciding what should be done once it is complete.

Keith Johnson indicated that we need to find ways to get young people engaged in the Division if we want ETD to continue. The suggestion was that we should invite the authors of papers to join if not already a member. Invitations should be sent an email by the Assistant Program Chairs inviting them to the General Membership meeting and luncheon.

The meeting was adjourned at 5:20 PM.

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division

ETD Strategic Plan (as of 2-28-2015)

<b>ENGINEERING TECHNOLOGY DIVISION (ASEE)</b>
<b>STRATEGIC PLAN – A Prioritized List of Strategies for the Next Two Years</b>

<b>Date Prepared: 6/2014</b>			
<b>Accepted:</b>			
<b>Revised:</b>			
<b>Goal #1</b>	<b><i>Strengthen the ETD and its ability to represent and support engineering technology faculty</i></b>		
<b>Strategy 1:</b>	Continue to develop an infrastructure to advance the ETD.		
	<b>Overall Responsibility of:</b>	ETD Chair	
	<b>Action Items:</b>	<b>Person Responsible</b>	<b>% complete</b>
	Bi-monthly conference calls of the ETD Executive Board	ETD Chair	Twice in Last 8 Months
	Paper/electronic meeting agendas before each meeting or conference call	ETD Chair	100% (ongoing)
	Formal annual strategic plan review by ETD board each year	ETD Chair	100% (ongoing)
	Strategic Plan posted on ETD websites	ETD Web Master	??
	Joint meeting/conference-call ETC Leadership-ETD Leadership (twice per year)	ETD Chair	??
	Agenda creation that contains all committee and other reports for ETD Executive Board and Business meetings at ASEE and CIEC, distributed one week before the meetings	ETD Chair	Partial
	ETD Executive Board and Business meetings at ASEE and CIEC are centered on discussion and decision making	ETD Chair	Transitioning
	Align ETD Logo to new ASEE Logo	Marilyn Dyrud	100%
	Paper Quality Peer Review Process		
<b>Strategy #2:</b>	Build ETD Membership		
	<b>Overall Responsibility of:</b>	Scott Segalewitz, Chair of Membership Committee	
	<b>Action Items:</b>	<b>Person Responsible</b>	<b>% complete</b>
	Send periodic reminders via the ETD Listserv about joining ETD	Jay Porter	50%

	when renewing ASEE membership (including Dean's Program) (4 times/year—done twice)		
	Develop and implement incentive program for new members (e.g., pay division dues for first year)	Scott Segalewitz	10%
	Create mailer (postcard?) and send to Deans, campus representatives and new members (2 versions: one paper and one for "e-vite")	Marilyn Dyrud	
<b>Strategy #3:</b>	Accomplish Gap Analysis of membership desires/needs		
	<b>Overall Responsibility of:</b>	Verna Fitzsimmons	
	<b>Action Items:</b>	<b>Person Responsible</b>	<b>% complete</b>
	Develop brief survey for membership	Verna Fitzsimmons	100
	Field survey	Scott Danielson/Verna Fitzsimmons	100
	Analyze and distribute results	Scott Danielson/Verna Fitzsimmons	
<b>Goal #2</b>	<b><i>Enhance ET Faculty and ET Administrator's Careers</i></b>		
<b>Strategy #1</b>	<b><i>Provide funding opportunities for ET faculty</i></b>		
	<b>Overall Responsibility lies with:</b>	ETD ExCOM	
	<b>Action Items:</b>	<b>Person Responsible</b>	<b>% complete</b>
	Continue funding the ETD mini-grant program	ETD ExCOM	100%/Ongoing
	Administer Mini-Grant program	Ken Rennels	100%
	<b>Timeframe:</b>		
<b>Strategy #2</b>	<b><i>Enhance number of submissions to in Journal of Engineering Technology</i></b>		
	<b>Overall Responsibility lies with:</b>		

	<b>Action Items:</b>	<b>Person Responsible</b>	<b>% complete</b>
	Increase Number (of high quality)	JET Board	
	Reviewer Training Video/Recording	JET Board	
<b>Strategy #3</b>	<b><i>Encourage engagement in the Engineering Technology Leadership Institute (ETLI) and CIEC</i></b>		
	<b>Overall Responsibility lies with:</b>		
	<b>Action Items:</b>	<b>Person Responsible</b>	<b>% complete</b>
<b>Strategy #4</b>	Systemic approach to grooming/nomination for national awards (Berger Award, McGraw Award, Davis Award & ASEE Fellows and Others).		
	<b>Overall Responsibility lies with:</b>		
	<b>Action Items:</b>	<b>Person Responsible</b>	<b>% complete</b>
	Explore and recommend action regarding formation of a new ASEE national award related to ETD	Ken Rennels	
	Explore combine award structure and events— <b>decision made to not pursue.</b>	Ron Land	<b>100%</b>
<b>Goal #3</b>	<b><i>General Outreach to ET Programs -- NEW ITEM</i></b>		
<b>Strategy #1</b>	<b><i>Provide Mentoring to 2-year Programs Considering/needing Help with ABET Accreditation</i></b>		
	<b>Overall Responsibility lies with:</b>	ETD ExCOM	
	<b>Action Items:</b>	<b>Person Responsible</b>	<b>% complete</b>
	Survey of Interested Programs/Institutions		
	Creation of Outline or Plan of Mentoring		
	Hosting Training/Mentoring Event		

<b>Strategy #2</b>	<b><i>Create and Market Value Proposition of ETD to non-ABET Focused Programs</i></b>		
	<b>Overall Responsibility lies with:</b>	ETD ExCOM	
	<b>Action Items:</b>	<b>Person Responsible</b>	<b>% complete</b>
	Disseminate Curriculum Models for 2 Year Programs (e.g., the Florida model)		

**Subject: Follow-up: ASEE finances info**

ASEE PIC II Division officers and recent former officers,

I hope you all had a safe trip home after the conference (or on to your next destination). By way of follow up, here are the answers to a few questions I was not able to answer in some of your business meetings. Please forward to your members as relevant:

-----ASEE Financial State-----

Some information on finances and budgets is available in ASEE annual reports, which you can find at:

<https://www.asee.org/about-us/annual-report>

<https://www.asee.org/about-us/annual-report/past-annual-reports>

Additional financial information is submitted via IRS form 990; you can search for ASEE's forms at:

<http://foundationcenter.org/findfunders/990finder/>

ASEE's annual operating budget is around \$12M annually

CliftonLarsonAllen, LLP is the firm conducting the current financial audit of ASEE.

-----Division BASS Accounts and Dues-----

ASEE's Division Operating Manual has a section on finances and BASS accounts: [https://www.asee.org/documents/member-resources/divisions/Council\\_Division\\_Committee\\_Operating\\_Manual.pdf](https://www.asee.org/documents/member-resources/divisions/Council_Division_Committee_Operating_Manual.pdf)

Unfortunately, it does not look like Operating accounts will be a viable option for transactions to avoid the 30% service charge on BASS accounts (per the operating manual).

The 30% service fee will NOT be charged to transfers between ASEE accounts, for example PIC special projects funds, transfers from one BASS account to

another BASS account, and from foundation/award accounts to BASS (for the purposes of making awards).

ASEE staff are aware that interest earned on BASS accounts has not been posted recently; it is in the queue.

If your division is interested in increasing dues to offset BASS service fees, the board will have a special online vote to approve bylaws changes on August 15 (so that increases kick in before the next fiscal year). Watch for more information including suggested wording.

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See you next year,  
Marjan Eggermont  
ASEE PIC II Chair