



## **ETD Business Meeting Minutes 30 January 2020**

The Business Meeting of the ETD was called to order at 7:46 AM on January 30<sup>th</sup> 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. A motion was made to accept the ETD business meeting minutes of June 17<sup>th</sup> 2019 as presented. The motion was seconded. The motion passed unanimously.

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

**Treasurer's Report:** A brief treasurer's report was given by David Goodman (details attached). He reported the balance of the Banking and Accounting Services System (BASS) account as of last year was approximately, \$46,000 as of 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 1<sup>st</sup> 2020.

A motion was put forward to set up a \$3,500 travel fund for those that need to come to the CIEC or ASEE meetings for items such as Program or Assistant Program Chair or Proceeding Chair to be distributed through an application process. This motion was seconded. After discussion 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 (25 More than last year)
Abstracts withdrawn:	3
Abstracts rejected:	2
Technical Session:	12

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

## **Comments**

ASEE members represent about 60% of the individuals that submitted abstracts with submitted papers.

**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. Jay is looking for information to publish on the website. Please send comments, feedback and suggestions about the ETD website to Jay Porter at [jporter@tamu.edu](mailto: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 3<sup>rd</sup> 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.: He presented that next month (February) we will have elections for Assistant Program Chair for ASEE and CIEC after the first year this individual becomes the Program Chair. We will also have the secretary position open.

**ETC Report:** No report given.

**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. There was also a ET National Forum meeting held.

**ETAC of ABET:** The report was given by Frank Hart. A newsletter from ETAC from ABET will be sent on the changes to ETAC criteria.

**Membership:** Scott Segalewitz gave a brief report. 2000 to 2001 had approximately 800 members, currently the membership is around 450 members. A full report is attached. He once again made a call for all to go out and encourage others to become an ETD member.

**Tau Alpha Pi:** No report

**JET– Journal of Engineering Technology:** Moin Uddin reported that there is 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

**Mini-grants:** Marilyn Dyrud gave the report. She reported that the Mini-grant is about halfway through and these will be presented in CIEC 2021. The next call for minigrants proposals will be sent in August 2020 with proposals due in December 2020.

**ETLI Report:** The report was presented by Hugh Jack. 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.

**National ET Forum – (ETNF):** Ron Land gave the report. Ron reviewed that the Engineering Technology Council (ETC) was introduced 5 years ago to look ahead on issues. Participation is encouraged

**Bylaws and Guidelines:** The last update to the Bylaws was in 2012 and these need to be updated for review by the ETD members. Help was requested to rewrite the new bylaws for review at the next annual meeting. A new Assistant Conference Chair for 2021 CIEC was appointed in the ETD Executive Meeting with Scott Dunning and then Scott will become the general conference chair in 2022.

A motion to adjourn the meeting was made and the meeting was adjourned at 8:16 AM.

Respectfully submitted,

Rob Garrick, Acting Secretary, Engineering Technology Division