



ETD Executive Committee Meeting Minutes 26 June 2016

The Executive Committee Meeting of the ETD was called to order at 1:16 PM on June 26, 2016 by Scott Danielson, Chair of ETD, in New Orleans, LA. Attendees were Ed Tezak, Secretary, Dave Goodman, Treasurer and CIEC ETD Program Chair, Jay Porter, Vice Chair Communications, Marilyn Dyrud, Member-at-Large, Walt Buchanan, ETD Listserv, and Keith Johnson, Past ETD Chair, Clay Gloster, incoming Secretary, Moin Unddin, 2017 CIEC ETD Program Vice Chair, Robert Weissbach, Vice Chair 2017 ASEE Annual Program Chair, Michael Johnson, Tau Alpha Pi. Ron Land, Pat Fox, Elaine Cooney, Enrique Barbieri, Norman Phillip and Michael Dyrenfarth were also present. Scott Segalewitz, Member-at-Large and Membership Chair, Ken Burbank, ETC Chair, Fatih Oncul, Vice Chair for ASEE Annual Programs, Vladimir Genis, Editor in Chief JET, and Marjan Eggermont, PIC II Chair were absent.

Dave Goodman moved to accept the ETD Executive Committee Meeting Minutes of February 3, 2016. The motion was seconded by Jay Porter and approved unanimously.

OFFICER and ETD COMMITTEE REPORTS:

Report: Dave Goodman gave the Treasurer's Report. The allocation from ASEE for the ETD Operating Account (#F024) is one dollar per ETD member which is estimated at about \$555. This is a use or lose account from ASEE so the \$555 was spent to cover CIEC Speaker Honorarium-Payack and \$195 was paid from the BASS account. The ETD BASS Account (#FB24) has a balance of \$71,688.96 as of 5/31/2016. Outstanding travel encumbrances total \$1000. The complete report is attached but there are some unresolved issues. ETD will only get around \$1000 from the CIEC conference due to a lack of sponsors. A donation is coming from a long time exhibitor in the amount of \$2500 to ETD minus the 30% overhead to ASEE. Dave Goodman moved to accept the Treasurer's estimated report and Keith Johnson seconded. The motion passed unanimously.

ASEE Program Chair 2016: Fatih Oncul sent in the following ETD Program Summary: Total number of abstracts submitted: 110; Rejected: 9; Finalized: 72; Total number of technical sessions: 14; Total number of business sessions: 8. The final ETD program schedule is attached. Jay Porter asked if there is a trend in the number of submissions. Marilyn Dyrud will check. Ed Tezak will provide her with minutes of the last several meetings.

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>. Jay has been periodically sending out reminders on the ETD listserv to join ETD. If the message being sent (attached) needs updates, please let him know. 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 your 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 our respective memberships up-to-date with our activities.

Issue (New): The Mechanical Engineering Technology DH Council (METDHC) link is broken. Is there a new website for this organization?

Issue (Ongoing): The ETC and ET Forum entries are not well organized. In addition, there were several broken links that he has tried to fix (or delete). If ETC can provide a template for changes, these pages can be integrated and updated.

Issue (Resolved): The ETD website was down for about one week due to attacks on the A&M server. The University migrated the website to a third-party web hosting service (www.wordpress.com). The page has changed in style and this is constrained by styles to which he has access. Currently, Texas A&M is sponsoring the website so there is no cost to ETD.

Issue (Resolved): The JET website was down for about one week due to attacks on the A&M server. This site is also back online. Similar to above, he is constrained to page styles made available by the university. He has ensured that all links work and have made all edits requested by the JET board.

Issue (Resolved): The interactive ET Program search engine at the Institute of Technology – West Virginia University (etd.wvutec.edu) is now functional again. He has linked the search engine on the main ETD webpage.

FYI: With the new WordPress environment, he has more flexibility in editing and in creating new features. For example, we may be able to add blog-type capability where members can interact. Guest editors are also a possibility. Are there particular things the committee would like him to look at?

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

ETD Listserv: Walt Buchanan reported on the Listserv Members. There are 4513 total members of which 2814 are at 414 four-year colleges, 1014 are at 303 two-year colleges, and 488 members are at 416 various organizations, corporations and government. There are 197 subscribers with non-institutional email addresses. 58 countries are represented. Scott Danielson mentioned that there are two listserves; one from ETD and one from the official ASEE ETD listserv so you may be getting two versions of information.

Elections: Keith Johnson reported on the elections as follows: ETD Secretary, Clay Gloster, Assistant Vice Chair for ASEE Annual Programs, Marilyn Dyrud, Member at Large, Niaz Latif and Assistant 2017 CIEC ETD Vice Program Chair, Moin Uddin.

The Vice Chair Communications was supposed to be elected in this cycle. It was discovered recently and a decision was made to conduct an election at the ASEE conference. Jay Porter indicated he was willing to run again. A message was sent to the listserv and Jane LeClair and Ahmed EISawy indicated they would like to compete. Keith Johnson has the ballots and they will be distributed for a vote at the Business Meeting Monday.

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. Ron Land mentioned the issue of Paper Review. Since Marilyn Dyrud is the incoming Vice Chair for Annual Programs it was assumed that the problem would be addressed.

OTHER REPORTS:

PIC II Chair: Marjan Eggermont was not present but will try to make the Business meeting.

ETC Report: Ken Burbank provided the following report on the important ETC activities of the past year being addressed by both the ETC institutional representatives and Engineering Technology Division members.

ETC Executive Board Meetings. Meetings of the ETC Executive Board were held at the Annual Conference and at ETLI. The ETNF and ETLI committees hold monthly conference calls with several Board members present.

Engineering Technology Leaders Institute (ETLI). The 2015 ETLI was held in Washington, DC, with good participation. The three sessions covered Pathways for Engineering Technology Graduate Education, the ET value proposition for Students, Business and Industry, and Academic Institutions, and Best Practices in Engineering Technology. Greg Pearson from NAE provided an update on his ongoing study on Engineering Technology Education in the United States. Finally, Brian Yoder from ASEE discussed how data on ET institutions is gathered and aggregated. The ETLI committee is planning the agenda and speakers for our next meeting, September 23, 2016. The title of this year's Leaders Institute is "Engineering Technology: Connecting, Building, & Maintaining Relationships". At least one panel will be exploring the ABET criteria proposals.

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", while greatly delayed, is still underway. The newest initiative is the development of a website highlighting alumni success.

2016/2017 CIEC: Michael Strange was not in attendance however it was noted by Dave Goodman that there were 23 papers and 60 ETD registrations at the 2016 CIEC Conference. Keith Johnson was awaiting the announcement of

awardees for best presenters, best moderators, etc. Keith sent out a request for suggestions for the theme for the 2018 CIEC Conference where he is the overall conference chair. The result was "Engineering of Engineering Education, E³." He is waiting for final approval. Scott Danielson noted that ETD is responsible for the overall conference chair every four years.

ETAC of ABET: Scott Danielson provided the following report for John Sammarco.

Proposed Program Criteria Improvements: To improve the consistency of program criteria, the ETAC Criteria Committee drafted a program criteria template and sample program criteria. The committee has received feedback from ABET member societies which was incorporated in the program criteria template. This template will be voted upon at the July ETAC meeting for dissemination to technical societies. Some minor editing of Criterion 3 and the self-study template is occurring and will be brought to the ETAC during the July summer meeting. In part, edits will try to make programs more aware that program criteria must be addressed.

ABET Consistency Committee: The committee has created a Consistency tool spreadsheet that enables analysis of consistency before due process and after due process. The "before due process" analysis should be helpful for team chair and institutional training.

Criterion 3: ETAC is reviewing Criterion 3 to determine if updates are needed. A presentation concerning this was given at the ABET symposium in order to get feedback. The ETAC Criteria Committee (Tom Hall will be chair of this committee in 2016 - 2017) will lead this effort.

Applied Engineering: ETAC continues to work on the proposal to enable either EAC or ETAC to accredit Applied Engineering programs. Commission granting the accreditation would depend on the nature of the program. This proposal is currently being considered by the ABET Board of Delegates and the Engineering Accreditation Area Delegation.

Workload: Scheduled workload for ETAC in the 2016 – 2017 evaluation cycle is 65 institutions and 162 programs.

Member-at-Large: Marilyn Dyrud reported as follows. She had only one charge for this year, and that is to prepare an ETD recruitment "quick card." She presented a draft at last year's conference and has contacted Scott Segalewitz for assistance, as agreed upon last year. She has since heard from Scott, but does not yet have a revised design to submit. Even though this is her last meeting as a part of the executive committee, she will forge ahead and complete this project.

One other matter: the annual engineering technology education bibliography. Since she has been working on this for 30 years now, it would be nice to have someone else involved and ultimately in charge. This is an important project, and it would be a shame for it to disappear due to lack of activity.

Finally, she would like to thank the division, and especially the executive committee for the many years of support that you have given me. Even though

she is not a technical person, ETD has greeted her with open arms and entrusted her with a variety of projects. She can't thank ETD enough.

Member-at-Large: Scott Segalewitz was not present.

Strategic Plan: Scott Danielson asked if it is worth it? Keith indicated that it never really had any traction. Discussion indicated it was worth keeping.

Tau Alpha Pi: Michael Johnson gave the following report. Currently there are 77 active chapters. As of June 1, 2016, thirty seven chapters inducted 449 new members. For 2016 mid-year mark number of inductees has risen from 426 to 449. Chapter membership rose from 71 to 73. The following chapters have been formed in 2016: Southeastern Louisiana University and the University of Memphis. Please feel free to contact Ashok Agrawal (a.agrawal@asee.org) or Christian Evangelista (c.evangelista@asee.org) should you have any questions. Financial status is stable. A decision was made to table the dissolution of the separate 501.3c organization for Tau Alpha Pi. It is no longer a significant consideration for the ASEE leadership. The goal of the discussion for the annual meeting on June 28th will be offering additional benefits for the student members of Tau Alpha Pi. One potential option would be to offer an ASEE membership along with the Tau Alpha Pi membership (possibly for an additional \$10). This will be discussed at the annual board meeting along with board elections. The complete report is attached.

JET: Vlad Genis sent in the following report. The current account balance is \$102,215.08. Including Account Receivables, Total Projected Balance is \$109,515.58. The **Spring 2016 JET** issue was published and mailed to subscribers in May 2016. 804 copies ordered. We have 0 papers ready for fall. 1 with author; 1 initial review complete and sent to the author for corrections; 4 in initial review; 1 being modified by author; 5 with author for rewrite before initial review; 2 waiting on commitment. The *JET* Editorial Board will be changed.

- Ron Land will replace Tom Hall as a Subscription/Financial Editor.
- Susan Sarapin was replaced by Judith Birchman as a Copy Editor.

Continuing in their current positions are:

- Vladimir Genis – Editor-in-Chief
- Walt Buchanan – Advertising Editor
- Marilyn Dyrud – Communications Editor
- Susan Scachitti – Production Editor
- Sean Falkowski – Manuscript Editor

There were proposed changes in the JET workflow.

OLD BUSINESS:

Membership: Scott Segalewitz sent in the attached report but could not attend the Exec Board meeting. It compares overall ASEE membership and that of ETD

and ETC. ETD membership was over 800 in 2001 and now stands at 538. If we could get ASEE members that are involved in ET but are not members of ETD we could double ETD membership. We should target these 421 members. Walt Buchanan wanted to pay for their first year's dues. Strategy would be to send a letter indicating ETD would pay for their first year's dues and include member benefits. Robert Weissbach moved that ETD should send a letter to ASEE members that are not ETD members who have an ET affiliation with an offer to pay the first year's dues. Dave Goodman seconded and the motion passed unanimously. Jay Porter will draft the letter.

Mini-Grants: Ken Rennels sent in the following report on Mini-Grants. He noted that Jane LeClair from Excelsior College has expressed interest in taking over the mini-grant program. He encouraged her to attend the ETD board meeting. In the past the board has funded the mini-grant program using the funds generated by the CIEC conference.

ETD Mini-Grant Report

Three mini-grants were awarded during the 2016 cycle:

LeClair, Jane	Excelsior	New Graduate Perspectives of Careers in Cybersecurity
Uddin, M. Moin	Eastern Tennessee State	Sustainability Learning and Energy Conservation: A Capstone Design Project
Mosher, Gretchen	Iowa State	Engineering Technology Transfers: Factors Predicting Success

Total amount awarded during 2016 cycle: \$6,784

There are two mini-grants which remain open. Final report and CIEC presentation deliverable not met:

Lozano (2014)	Penn State	Design, development and implementation of a Low-Earth Orbit Pico-satellite
Nathan (2015)	Penn State - Berks	Low cost personal/individualized hardware for in-class experiments to enhance kinesthetic and visual immersion in and outside the classroom

Total funds committed to the five open mini-grants to be paid upon completion (50% of total grant amount): \$6,842.

ETNF: Will meet tomorrow.

ETLI: A flyer advertising ETLI was distributed.

NEW BUSINESS:

ET Directory: – Frank Gourley has taken the initiative to revive the ET Directory. He made a request to ETD to cover the cost of the update and pay the programmer \$500. Marilyn Dyrud moved to pay the programmer \$500 and Dave Goodman seconded and the motion passed unanimously.

The meeting was adjourned at 2:50 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division

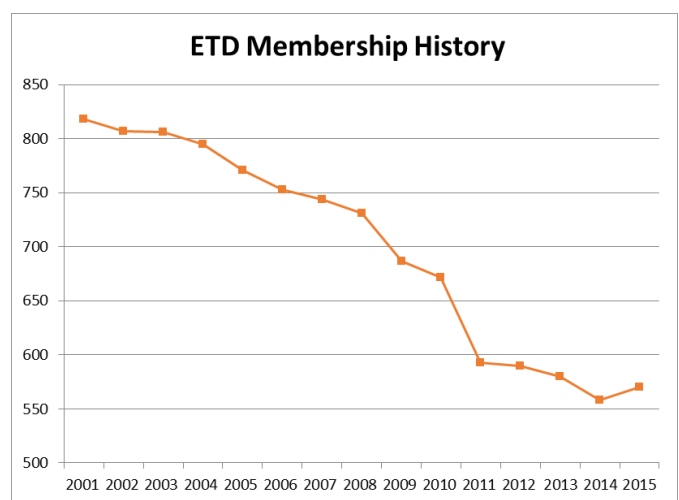
FINAL ETD Program Schedule:

Tech. Session #	TITLE	NUM REF	DAY	TIME	ROOM
Business	ETD Executive Board Meeting	U423	Sunday	1:15 – 2:45	Convention Center (CC) 241
Business	CET Department Heads Meeting		Sunday	3:00-4:30	CC 236
Business	CIEC Board Meeting	M311	Monday	1-4am (????)	CC 241
1	Capstone and Design Projects	M323	Monday	11:30 -1:00	CC 350
2	Curriculum and New Course Development in ET	M323B	Monday	11:30 – 1:00	CC 349
Business	ETD Business Mtg	M423	Monday	1:15 – 2:45	CC 241
3	Subjects in 3D Printing and ET Programs	M423B	Monday	1:15 – 2:45	CC 347
4	Student Recruitment and Retention in ET Programs	M523	Monday	3:00 – 4:30	CC 347
5	Subjects in Renewable Energy and Sustainability in ET	M523B	Monday	3:00 – 4:30	CC 349
Banquet	McGraw/Berger Award Banquet	M767	Monday	7 – 9	Hilton Riverside Hotel, Chart A
6	Novel Teaching Methods In Engineering Technology	T123	Tuesday	8:00 -9:30am	CC 349
Business	METLC - Mechanical Engineering Technology Leadership Committee		Tuesday	8:00-9:30am	CC 237
Poster	ETD Poster Session	T323	Tuesday	11:30 - 1:00	CC Exhibit Hall F
Sponsored	Make it! (Mfg Div)	T335	Tuesday	11:30 – 1:00	CC Exhibit Hall F
7	Issues in Engineering Technology Education I	T423	Tuesday	1:15 – 2:45	CC 349
Business	JET Board Meeting		Tuesday	1:15 – 2:45	CC 242
8	Issues in Engineering Technology Education II	T523	Tuesday	3:00 – 4:30	CC 349
9	ETAC/ABET Related Issues	T523B	Tuesday	3:00 – 4:30	CC 336
Sponsored	ABET Issues in Engineering Physics	T545	Tuesday	3:00 – 4:30	CC 243
Business	ECETDHA		Tuesday	3:00-4:30	CC 240
Business	ETD Strategic Planning	T623	Tuesday	4:45 – 6:15	CC 236
10	Integrating Curriculum and Labs in ET Programs	T623B	Tuesday	4:45 – 6:15	CC 349
11	Active Learning and Undergraduate Research in ET	W123	Wednesday	8:00 – 9:30	CC 349
12	Distance Learning in ET Programs	W123B	Wednesday	8:00 – 9:30	CC 341
13	Software Applications in ET Programs	W223	Wednesday	9:45 – 11:15	CC 349
14	Robotics, Automation, and Product Development	W423	Wednesday	1:15 – 2:45	CC 349

Engineering Technology Division Membership Report

Data

Working with the ASEE Electronic Membership Directory <<https://www.asee.org/member-resources/resources/electronic-membership-directory>> and the List of Institutional Members <<https://www.asee.org/member-resources/resources/institutional-members>>, we can find information regarding ETD membership. I also received some data from Tim Manicom at ASEE. The public (Website) data includes lapsed members (3-month grace period), whereas ASEE's data is only current members. So there may be some small discrepancies in the numbers listed below.



ASEE individual members: **11,870** (from ASEE)
 ASEE individual members (US): **11,025** (from ASEE)
 ETD Individual members: **538** (from Website)

ASEE institutional members: **398** (from Website)
 ETC institutional members: **91** (from ASEE)
 Dual E/ET: **45** (from Website)
 ET 4yr only: **10** (from Website)
 ET 2yr only **18** (from Website)
 College Affiliate*: **24** (from Website; may be represented on the ETC)
 ASEE members at ETC institutions: **2165** (from Website; excludes College Affiliate)
 ETD members at ETC institutions: **266** (from Website; excludes College Affiliate)

ET Prof, Assoc Prof, Asst Prof, and Dept Heads that are not members of ETD: **421** (from ASEE)

Percent of ASEE members in ETD: **4.5%**
 Percent of ETD members at ETC institutions: **49.4%**
 Percent of ASEE members at ETC institutions who are ETD members: **12.3%**

** 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.*

American Society for Engineering Education
 Engineering Technology Division
²Treasurer's Report - ETD Executive Committee Meeting - New Orleans, LA
 June 26, 2016

ETD ¹BASS Account (3224000)

Beginning Balance 9/30/2015		\$ 89,223.05
Income		
		\$
31-Jan-2016	ETD Dues Allocation	440.00
29-Feb-2016	ETD Dues Allocation	320.00
	(? What about June 2015-January 2016)	
	(? What about March 2016-now)	
31-May-2016	BASS Interest	\$ 6.50
7-Mar-2016	Mini-grant over payment to Purdue, returned	\$ 3.62
		\$ 770.12

Expenses

31-May-2016	Administrative Fee on Dues Income	\$ 228.00	
8-Jun-15	Transfer to ETC for 2013 McGraw Hill Banquet	\$ 4,460.00	
9-Feb-13	CIEC Speaker Honorarium - Flynn	\$ 1,000.00	
		\$	
9-Feb-13	CIEC Speaker Honorarium - Payack	195.00	
		\$	
9-Feb-13	CIEC Chair Planning Travel-Goodman	500.00	
		\$	
9-Feb-13	CIEC Chair Planning Travel-Goodman	500.00	
		\$	
9-Feb-13	CIEC Chair Travel-Goodman	500.00	
		\$	
9-Feb-13	ETD Mini-Grant, 2016-Initial-Pay-ETSU-Johnson	750.00	
		\$	
1-Mar-16	ETD Mini-Grant, 2014-Final-Pay-Youngstown	500.00	
		\$	
9-May-16	ETD Mini-Grant, 2016-Initial-Pay-Excel-Harding	500.00	
9-May-16	ETD Mini-Grant, 2014-Final-Pay-NCAT-Mesfin	\$ 2,620.00	
9-May-16	ETD Mini-Grant, 2015-Final-Pay-NCAT-Sowells	\$ 2,550.00	
9-May-16	ETD Mini-Grant, 2016-Initial-Pay-Iowa	\$ 2,142.00	
23-Oct-15	³ 2013 Mini-Grant - Eastern Carolina	\$ 1,620.00	(email confirmation)
26-May-15	³ 2014 Mini-Grant - Final-Excelsior-LeClair	\$ 2,000.00	
26-May-15	³ 2014 Mini-Grant - Purdue	\$ 2,000.00	
		\$	
	Error-in our favor, will req. Q4 report to solve	(3,760.79)	
			\$ (18,304.21)
Ending Balance 5/31/2016			\$ 71,688.96

Outstanding Encumbrances

		\$	
	CIEC Vice Chair Travel-Strange	500.00	
		\$	
	CIEC Planning Travel-Johnson	500.00	
			\$ (1,000.00)

Projected Balance as of 5/31/2016	\$ 70,688.96
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ETD Operating Account (3624000)

Beginning Balance 9/30/2015	\$ 555.00
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Income	\$	-	\$	-
Expenses	\$		\$	
CIEC Speaker Honorarium-Payack		555.00		(555.00)
Ending Balance 5/31/2016				\$ -

ETD Total	
Reported Balance as of 5/31/2016	\$71,688.96
Projected Balance as of 5/31/2016	\$70,688.96

Footnotes

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

²Based on audited Financial Report dated 9/30/15 and Q1-2 Report dated 5/31/2016

³Submitted for disbursement but not shown on ASEE report, did not receive Q4 2015 report

2016 Mid-Year Report – Tau Alpha Pi

Chapter and Membership Status: 2016 Mid-Year Report – Tau Alpha Pi
 Summary of mid-year 2016 activities are outlined below. Please feel free to contact Ashok Agrawal (a.agrawal@asee.org) or Christian Evangelista (c.evangelista@asee.org) should you have any questions.

Chapter and Membership Status

Currently there are 77 active chapters. As of June 1, 2016, thirty seven chapters inducted 449 new members. 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	426 members/ 71 chapters
2016	449 members/ 73 chapters	-

For 2016 mid-year mark number of inductees has risen from 426 to 449. Chapter membership rose from 71 to 73. The following chapters have been formed in 2016:

Southeastern Louisiana University
University of Memphis

Financials

	Unaudited	Unaudited	Unaudited	Audited	Audited	Audited
	FY 16	FY 15	FY 14	FY 13	FY 12	FY 11
	As of 04/30/2016	9/30/2015	9/30/2014	9/30/2013	9/30/2012	9/30/2011
Revenue	3,015	17,339	20,605	17,053	21,665	24,751
Total Direct Expenses	4,515	5,025	7,932	6,261	12,058	10,772
Indirect Expenses	2,709	3,015	4,659	3,643	7,252	5,930
Total Expenses	7,224	8,040	12,591	9,904	19,310	16,702
Net Income	\$ (4,209)	\$ 9,299	\$ 8,014	\$ 7,149	\$ 2,355	\$ 8,050
Fund Balance (Carry-over from prior year)	\$ 37,703	\$ 41,912	\$ 32,614	\$ 24,600	\$ 17,451	\$ 15,096

Note: Approximately revenue of \$9900 has not been included in the FY 16 financial above.