ETD Business Committee Meeting Minutes 9 Feb 2023

The Business Committee meeting of the ETD was called to order at 8:05am on February 9, 2023 by Christopher LeBlanc, Division Chair of ETD in person in Charleston, South Carolina during the ASEE CIEC Conference.

The following persons were present in-person: Clay Gloster, Rob Weissbach, Hugh Jack, Marilyn Dyrud, John Irwin, Chris LeBlanc, Gary Steffen, Orlando Ayala, Keith Johnson, David Labyak, Alok Verma, and present on zoom: Weihang Zhu, Peter Golding, Vukica Jovanovic, Rustin Webster

Minutes of the previous meeting were distributed electronically prior to the meeting. The minutes were scrolled through and reviewed by meeting attendees. ETD minutes of June 29, 2022 were accepted as presented. The motion passed unanimously.

OFFICER and ETD COMMITTEE REPORTS:

- **Chair Introduction – Chris LeBlanc**
  - CIEC 2023 Attendance reported - 200-210, highest was 270 in Orlando
  - Reviewed highlights from ETD ExCom
  - ASEE financial situation for BASS accounts reviewed

- **PICV Report - Peter Golding**
  - Reviewed the ASEE Board actions to resolve financial situation
  - ASEE is in process of repaying outstanding debts, first external debt
  - Followed by paying back to division BASS accounts
  - Invoices that need to be paid will be covered by Board
  - New funds garnered by divisions are safe in your account

- **Treasurer Report - Wei Zhan not present Chris LeBlanc summarized (report attached)**
  - BASS Account
  - $2720.22 in income; $1,657 in expenses
  - Best Paper Award 1,000 was paid
  - Balance is $38,304
  - $4500 in encumbrances
  - CIEC is in a separate bank and was not zeroed out same as BASS accounts
  - Account has $23,826 and has no update since last report in June 2022, (Each Division of the CIEC have separate accounts).

- **2023 ASEE Conference Report - Amit Bandyopadhyay not present Chris LeBlanc summarized (report attached)**
  - 96 abstracts, 3 rejected, no draft papers as of yet, and Feb 14 is the deadline.
There were two to three abstract reviewers for each paper.

2022 ASEE Annual Conference final report Vukica Jovanovic (report attached)
- Lower submission rates than previous conferences, 65 abstracts were submitted.
- Slayte caused issues, so switched to google drive provided link

Communications – Weihang Zhu (report attached)
- Took over for Jay Porter and transitioned engtech.org from Texas A&M to WordPress as the new host with domain name good for 9 years.
- Send email to Weihang Zhu for web page updates

Elections and Nominations - Clay Gloster (report attached)
- Need to run an election for Chair, Treasurer, & Member-at – large
- Call for nominations has been sent out
- Also need CIEC Vice-Chair (4 year commitment), and Assistant Vice Chair for annual programs (2 year commitment)
- ETD Chair can appoint a person for this position.

Other Reports
- CIEC Strategic Planning Group – Orlando Ayala
  - CIEC 2026 is in Henderson (Las Vegas) small working group discussed establishing selecting a location to repeat each year.
  - Taking volunteers to assist
  - CIEC does not use the paper management system, and sessions are created and call goes out
- ETC Report – Martin Gordon not present Chris LeBlanc summarized
  - PE licensure has come from 9 to 4 “hell no” states
  - ETLI will take place in 2023, but no planned visit to Capitol Hill
  - Lewis Burke not funded, need temp fix to fund 30k per year for ETC
- ABET ETAC Report – Frank Hart not present
  - No updates
- ET Mini Grants Marilyn Dyrud (report attached)
  - Request for $15,000 for grants was made, but BASS accounts have no funds. Mini-grants will be temporarily suspended and the 4 applicants will be notified.
- Members at large: Membership - Michael Johnson not present Chris LeBlanc summarized (report attached)
  - 340 members is down from 818 from 1999
  - Get word out for more members to join ETD
  - Cost is $10 additional fee when renewing your ASEE membership
  - Suggestion to initiate an email to ETD listserv to encourage membership
- JET Report – Jyhwen Wang not present Marilyn Dyrud summarized (report attached)
  - Need more manuscript submissions and reviewed plagiarism rules
- Tau Alpha Pi - Michael Strange not present Rob Weissbach reported
  - ASEE is debating the support
  - Suggestion has been made to have ET students join Tau Alpha Pi

Meeting adjourned at 10:00 am. Minutes recorded by ETD secretary John Irwin
## ETD 1BASS Account (229)

### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues Revenue YTD FY22:</td>
<td>$2,190.00</td>
</tr>
<tr>
<td>ASEE's Membership Allocation Funds-Oct 2021</td>
<td>$369.00</td>
</tr>
<tr>
<td>Interest Revenue</td>
<td>$36.22</td>
</tr>
<tr>
<td>FY2022 ASEE PIC Fund</td>
<td>$125.00</td>
</tr>
<tr>
<td>Total</td>
<td>$2,720.22</td>
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</table>

### Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Paper Award</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>ASEE Administrative Fee:</td>
<td>$657.00</td>
</tr>
<tr>
<td>Total</td>
<td>$(1,657.00)</td>
</tr>
</tbody>
</table>

### Ending BASS Balance at 6/30/2022

| Amount | $38,304.35 |

### Outstanding Encumbrances

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022 ETD Mini-Grant</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>2023 Berger/McGraw Award and dinner (est.)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$(4,500.00)</td>
</tr>
</tbody>
</table>

### Projected Balance as of 02/08/2023

| Amount | $33,804.35 |

### ETD Total

| Amount | $33,804.35 |

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**Footnotes**

1. Bass is the acronym for Banking and Accounting Services System.
2. Based on audited Financial Report dated 6/30/2022
### Currently in Bank

| ETD Account Balance: | as of January 17th, 2022 | $24,623.61 |

### CIEC 2022 Recap

<table>
<thead>
<tr>
<th>Conference Breakdown for ETD</th>
<th>Profit</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Guaranteed from CIEC</td>
</tr>
<tr>
<td></td>
<td>Profit -registrations</td>
</tr>
<tr>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Travel Grants</td>
</tr>
<tr>
<td>Hospitality</td>
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<tr>
<td>Owed from Comps</td>
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<tr>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owes CIEC subtracted from any CIEC Profits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total to CIEC</th>
</tr>
</thead>
</table>

*Total paid participants divided by number of division registrations*
### Bank of America Account

<table>
<thead>
<tr>
<th>Profit CIEC 22'</th>
<th>total</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>-797.53</td>
<td>$23,826.08</td>
<td></td>
</tr>
</tbody>
</table>

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see box below for explanation

| $1,000.00 | #Registrations -  
| Plus Others = Total |
| ($797.53) |

| ($1,797.53) |
| 0 |
| -$1,797.53 |

| 0.00 |
| -$797.53 |

Each division gets .25 of those in the Other Category (50) + 5 CMC or 55 divided by the four divisions equals 13.75 rounded off to 14
1. Total 96 Abstracts were submitted to the Engineering Technology Division
2. 3 abstracts were rejected based on the reviews’ ratings and comments
3. Need committed reviewers to review the full papers, some reviewers even agreed to review were non responsive resulting other reviewers had to take up the loads.
4. No ETD money to supplement ETD special events (like Award night), ticket price must cover all the cost. Waiting for input if the event should be on site or off site, which evening, number of estimated attendee etc.
Technical Sessions:

*Note: Despite a session being listed for posters, all papers will be presented in technical sessions. All times listed are local conference times.*

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**SUNDAY, JUNE 26**

**U85450 - ETD - A Technology Potpourri I**

SUNDAY, JUNE 26 @ 1:15 PM - 2:45 PM CDT, Venue: Convention Center, Room: 205B

- ‘All Together Now’ - Integrating Horizontal Skills in Career Technical Education Classes with Making and Micro-manufacturing
- A.S. degree Career Pathway within the Florida State College System that includes a Professional Engineering License
- Innovative University-Based Regional Workforce Development Experience
- Students’ Lived Experiences with the Integrated STEM Activities

**U85451 - ETD - A Technology Potpourri II**

SUNDAY, JUNE 26 @ 3:00 PM - 4:30 PM CDT, Venue: Convention Center, Room: 205B

- Apropos Students Temporal Exam Effort and Performance
- 5S Program Implementation in Homeowner’s Garage: A Case Study
- Using Shaking Table Experiments for Material Characterization and Vibration Analysis (WIP)
- Automated Door System with Thermal Scan

**M85452 - ETD - A Technology Potpourri III**

Venue: Convention Center, Room: 205B, MONDAY, JUNE 27

9:45 AM - 11:15 AM CDT

- Blending the Entrepreneurial Mindset into a Learning Module with a HVAC Design Project: Pilot Implementation
- Incorporating a Milestone-Based Project Based Learning Method in a Foundry Course
- Acquiring Testing of Materials Experience Through 3D Printing (WIP)
- Using a Toaster Oven for a Transient Heat Transfer Lab

**M85453 - ETD - ET Curriculum and Programs I**

Venue: Convention Center, Room: 205B, MONDAY, JUNE 27 @ 1:45 PM - 3:15 PM CDT

- A Highly Integrated and Successful Approach to Program Development and Implementation of Accreditation Strategies for an Engineering Technology Program
- Choose Ohio First – IMProving RETention and Student Success in Computing (COF-IMPRESS-C) – Second Year Progress Report
- The Impact of the Industrial Advisory Board on the Governance of Engineering Technology Programs
- An Analysis of Student Retention Efforts in Engineering Technology Programs

**M85710 - ETD Technical Session 5 - ET Curriculum and Programs II**

Venue: Convention Center, Room: 205D - MONDAY, JUNE 27 @ 1:45 PM - 3:15 PM CDT

- Experiences during the implementation of two different project-based learning assignments in a fluid mechanics course
- Modular Hydrostatic Vehicle used for Engineering Technology
- Students Perceptions on the Use of AutoCAD Activities in Courses of the Mining Engineering Program
- Combining Problem-Based Learning with the KEEN’s Framework for Entrepreneurially Minded Learning in a Fluid Mechanics Course: Pilot Implementation
**M8581 - ETD Technical Session 6 - Curriculum and Programs III**
Venue: Convention Center, Room: 205B, MONDAY, JUNE 27 @ 3:30 PM - 5:00 PM CDT
- Hacking and Penetration Testing in Cybersecurity Education
- Motivating Students to Learn Basic Electronic Theories by Adopting Them in Different Courses
- Industrial Distribution and Warehousing in Industry 4.0 era: A survey
- A Pilot Course as a Step towards New Academic Programs in Renewable Energies

**TUESDAY, JUNE 28**

**ETD - Technical Session 7 - ET Pedagogy I**
Venue: Convention Center, Room: 205B, TUESDAY, JUNE 28 @ 1:45 PM - 3:15 PM CDT
- Soft and Hard Skills Balance among Engineering & Engineering Technology Graduates
- Improving Academic Performance of First-Generation Students: A Case Study of Mentoring Program
- Augmenting undergraduate Engineering Technology education through applied research
- Shall We Keep Using Zoom etc. after the Pandemic?

**T85701 - ETD Technical Session 8 - ET Pedagogy II**
Venue: Convention Center, Room: 205B, TUESDAY, JUNE 28 @ 3:30 PM - 5:00 PM CDT
- Expanding Structural Engineering Education through Virtual Reality
- Student Learning and Confidence in a Technology Management Graduate Statistics Course
- A Conscious Research Implementation: Research Integration in the Classroom

**W85455 - ETD - STEM Issues in ET I**
Venue: Convention Center, Room: 205B, WEDNESDAY, JUNE 29 @ 11:30 AM - 1:00 PM CDT
- Lessons Learned from Teaching Engineering Classes Online during COVID-19
- Virtual Problem-Based-Learning Instruction in the Era of the COVID-19 Pandemic – What Could Possibly Go Wrong & What Can One Do About It?
- Impact of COVID-19 on Capstone Projects Outcomes
- The Impact of COVID19 on Students’ Learning Outcomes in a Thermodynamics Course

**W85456 - ETD - STEM Issues in ET II**
Venue: Convention Center, Room: 205B, WEDNESDAY, JUNE 29 @ 3:30 PM - 5:00 PM CDT
- Do They Need What We Teach? A Comparative Study of What Advanced Manufacturing Frameworks Require and What Employers Desire
- Teaching AutoCAD in E-learning and Face-to-Face Styles for Undergraduate Engineering Technology Students During and after COVID-19 Pandemic
- Student and Faculty Perspectives on Undergraduate Cheating Frequency and Severity

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**Business Meetings**

**M85460 - ETD - Electrical and Computer Engineering Technology Department Heads Association (ECETDHA) Meeting**
Venue: Convention Center, Room: M100C, MONDAY, JUNE 27 @ 11:30 AM - 1:00 PM CDT

**M85459 - ETD - Mechanical Engineering Technology Department Heads Meeting**
Venue: Convention Center, Room: M100E, MONDAY, JUNE 27 @ 11:30 AM - 1:00 PM CDT

**T185461 - ETD - Journal of Engineering Technology (JET) Board Meeting**
Venue: Convention Center, Room: M100E, TUESDAY, JUNE 28 @ 7:00 AM - 8:00 AM CDT

**T285463 - ETD Executive Board**

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*pg. 2*
ETD/ETC AT 2022 ASEE ANNUAL CONFERENCE & EXPOSITION SCHEDULE

Venue: Convention Center, Room: M100FG, TUESDAY, JUNE 28 @ 8:00 AM - 9:30 AM CDT

**T85468 - ETD - Engineering Technology Leadership Institute (ETLI)**
Venue: Convention Center, Room: M100FG, TUESDAY, JUNE 28 @ 8:00 AM - 9:30 AM CDT

**T11464 - ETD, CEED, CPD, CIPD - 2023 CIEC Board Meeting**
Venue: Convention Center, Room: M100B, TUESDAY, JUNE 28 @ 3:30 PM - 5:00 PM CDT

**WEDNESDAY, JUNE 29**

**W185465 - ETD - Tau Alpha Pi Meeting**
Venue: Convention Center, Room: M100A, WEDNESDAY, JUNE 29 @ 7:00 AM - 8:00 AM CDT

**W285466 - ETD - Engineering Technology National Forum**
Venue: Convention Center, Room: M100FG, WEDNESDAY, JUNE 29 @ 8:00 AM - 9:30 AM CDT

**W75699 - ETC Board of Directors Meeting**
Venue: Convention Center, Room: M100B, WEDNESDAY, JUNE 29 @ 9:45 AM - 11:15 PM CDT

**W85467 - ETD - Focus on ETAC Accreditation**
Venue: Convention Center, Room: M100HI, WEDNESDAY, JUNE 29 @ 11:30 AM - 1:00 PM CDT

**W85462 - ETD Business Meeting, ETC Business Meeting and Best Paper Awards Luncheon**
Venue: Convention Center, Room: L100D, WEDNESDAY, JUNE 29 @ 11:30 AM - 1:00 PM CDT

**Social Events**

**U675668 - ASEE DIVISION MIXER**
Venue: Convention Center, Room: Ballroom A, SUNDAY, JUNE 26 @ 4:30 PM - 6:00 PM

**U775614 - ASEE TASTE OF MINNEAPOLIS**
Venue: Convention Center, Room: Convention Center Plaza, JUNE 26 @ 6:00 PM - 8:30 PM

**M785470 - ETD - McGraw/Berger Award Dinner**
photos [click here]
Venue: The Capital Grill, MONDAY, JUNE 27 @ 7:00 PM - 9:00 PM CDT
Dr. Verma serves as the Department Head and Powell Chair Professor in the Department of Marine Engineering Technology at Texas A&M University Galveston. Prior to this post, Alok spent many years serving as a professor and academic leader in the Frank Batten College of Engineering and Technology at Old Dominion University (ODU). His many awards include: The ASEE Isadore Dixoni Award in 2018, the John R. Broderick Diversity Champion Award, ODU in 2014, and the Excellence in Industry Partnership Award in 2011. Alok has also built an impressive service record in both his professional groups and his home communities. He served as the Assistant CRC Conference Chair both in New Orleans, LA in 2018 and Tampa, FL in 2019. He then served as ETD Program Chair for both the 2020 CIEE, New Orleans, LA and the 2021 CIEE in Garden Grove, CA. He served as ETC Institutional Rep at ODU in 2019–20. He has also contributed to many other professional and community organizations and is a Champion for Diversity and Inclusion in both his local and professional communities.
publishing, and teaching. Service includes leadership of professional organizations, ABET, ASEE, ASME, and a role as chair of the ETAC and is a PEV for both EAC and EAB. Additionally, he is the director of the ET Area Delegation, which includes representation of the ABET Board. He has been the division chair for the Mechanics Division and ETD of ASEE. Scott was recently recognized as a recipient of ASEE’s Isadore T. Davis Award and was also recently elected to ASEE’s Board of Directors (2013). He also served as co-editor for the ASME AEBS (2002-2011), charged with updating the BOK for Manufacturing Engineering and Management. Currently, he is the Chair of the Manufacturing Engineering and Management Committee of Manufacturing Engineering and Management.
ETD/ETC AT 2022 ASEE ANNUAL CONFERENCE & EXPOSITION SCHEDULE

M85361 - CIEC - Industry and Education Collaboration Social
Venue: Brit’s Pub, 1110 Nicollet Mall, MONDAY, JUNE 27 @ 7:00 PM - 9:00 PM CDT

T75527 - FOCUS ON EXHIBITS: Summertime Social
Venue: Convention Center, Room: Exhibit Hall B & C, TUESDAY, JUNE 28 @ 5:00 PM - 6:00 PM CDT

W775636 - ASEE President Farewell Reception & International Day Poster Presentations, Sponsored by Dassault Systemes
Venue: Convention Center, Room: Ballroom A, WEDNESDAY, JUNE 29 @ 6:00 PM – 7:30 PM CDT

Safe travels! See you soon in Minneapolis.

Vukica Jovanović, Ph.D. /Vukitsa Yovanovich/
ASEE ETD Vice-Chair for Annual Programs
Chair, Batten Endowed Fellow, Associate Professor
Department of Engineering Technology
Old Dominion University
e-Mail: v2jovano@odu.edu
Pronouns: she/her/hers / Honorific: Dr.
https://www.engtech.org/

Interdivisional Town Hall

From the Interdivisional Town Hall Chairs:

“The Interdivisional Town Hall Planning Committee warmly welcomes you to revisit the topic of the Engineers of the Future with the intent to develop engineers for the 2030s and professionally develop faculty to achieve this goal. In 2004, the National Academy of Engineering published The Engineer of 2020: Visions of Engineering in the New Century, which urged the engineering profession to recognize what engineers can build for the future through not just technical jobs but also a wide range of leadership roles in industry, government, communities, and academia. The first half of the Town Hall will be an opportunity for participants to provide input and direction to define the #Engineersofthe2030s via roundtable discussions after a brief overview of the four topics.

Topic 1: The Engineers of the 2030s versus the Engineer of 2020.
Topic 2: Engineering a More Just World
Topic 3: Mentorship, Instruction, and Coaching in Engineering Education and Industry
Topic 4: Preparing Stewards of the Profession

The second half will start with an overview of the ASEE Faculty Teaching Excellence Program with time allotted for roundtable discussions using three prompts.

Prompt 1: Based on what you heard about new knowledge and skills students will need to become tomorrow’s engineer, what new areas of faculty professional development will be most needed in the future?
Prompt 2: What benefits would an ASEE initiative that provides national recognition for faculty professional development have for engineering and engineering technology education broadly? How would recognition of such professional development benefit you personally in your current role?
Prompt 3: What are the potential barriers at your institution that might affect offering professional development opportunities, or recognizing instructors and faculty that invest their time in pursuing such opportunities? What would be needed to overcome these barriers?
All are very welcome to attend and apply their skills, knowledge, and expertise to these discussions to help craft shareable deliverables for guiding future efforts in support of the Engineers and Engineering Education of the 2030s initiative.

We look forward to seeing you at the Interdivisional Town Hall on Monday, June 27th 3:30-5:00 p.m. in Ballroom B of the Convention Center.

#Engineersofthe2030s

Cheers,

2022 ASEE Interdivisional Town Hall Co-Chairs”
1. Dr. Jay Porter (TAMU) and Dr. Weihang Zhu (UH) worked together on the website transition. We also received support from TAMU IT manager.

2. www.engtech.org has been migrated from TAMU to WordPress. I redesigned the website user interface and migrated the files gradually. We followed the ASEE brand guide in designing the website. After the engtech.org.WordPress.com website is created, it was linked to engtech.org on July 27, 2022. This allows it to be visited as engtech.org through web browsers.

3. JET journal website is also migrated together.

4. The cost of WordPress is $180+$11.88 tax per year, starting from July 2022. Currently Dr. Zhu uses his personal credit card on this website and set up the automatic renewal on June 6. The next renewal date is June 6, 2023.

5. Engtech.org domain name has been renewed until 03/21/2032 through www.gkg.net domain service. The cost is $110.07.

6. Thanks to Treasurer Dr. Wei Zhan, Dr. Zhu has got the reimbursement for the cost of WordPress and domain name.
ETD Elections and Nominations Report – by Clay Gloster, Jr. ETD Past Chair

The positions that are available this year are based on the ETD Guidelines:

“On odd years, elections are for the chair, treasurer, and member-at-large. The assistant vice-chair for ASEE annual programs is elected each year and serves one year in that capacity and the subsequent year as vice-chair.”

Only those individuals who have previously held elected office in the Engineering Technology Division shall be eligible for nomination as Division Chair.

We need to determine if the CIEC ETD Program Chair and Vice Chair need to be on the ballot as we recently changed their term to two years.

The responsibilities of each position are outlined in the ETD Bylaws.

- The Division Chair shall preside over all meetings of the Executive Committee and of the ETD general body business meetings to ensure the division realizes its directives and strategic priorities. The Division Chair will also exercise and perform such other duties as may be from time to time prescribed by the Executive Committee and Division. More specifically, the Division Chair has the responsibility to:
  - Lead the Division and the Executive Committee to carry out its governance functions.
  - Attend meetings of the PIC, ETC, CIEC board, and other affiliated entities.
  - Assure ongoing recruitment, development, and contributions of officers.
  - Set priorities and, with the assistance of the secretary, create agendas for meetings.
  - Preside over meetings of the Division and Executive Committee
- The treasurer shall manage the financial affairs of the division. The treasurer also prepares all financial reports for the division and communicates the fiscal health of the division at meetings of the Executive Committee and ETD Business meetings. The treasurer shall:
  - Distribute funds as required by the division to individuals, companies, etc. as approved by the Executive Committee.
  - Maintain all accounts belonging to the division.
  - Prepare financial reports and keep the organization apprised of key financial events, trends, and concerns.
  - Make recommendations to the division to increase proceeds and ensure the financial stability of the division.
- Member-at-Large - One Member-at- of Large shall be in charge of updating and maintaining the ETD Guidelines document, posting it to the ETD website, and providing it to new ETD officers before the Annual Conference. (Note: The ETD Guidelines document was used for a number of years to serve as a guide for timelines, responsibilities of officers, and reference info, including the Bylaws. It was about 25
pages long. The Bylaws are currently updated about every 15 years and therefore a ‘nonresponsibility’ for a Member-at-Large. Mark Pagano might have a ‘current’ electronic version of the Guidelines. Frank Gourley has a paper copy.

- **Assistant Vice-Chair for ASEE Annual Programs** - Elected by the division membership, the assistant vice-chair for ASEE Annual Programs is responsible for the overall program and success of the ETD's conference program. She/he conducts the peer review process of papers submitted for the ETD program for the ASEE Annual Conference and also encourages moderators and speakers to submit their papers for review and publication in the conference proceedings. The assistant vice-chair maintains and updates lists of paper reviewers and session moderators and he/she also assists the vice-chair for ASEE annual programs as requested. The term is one year as assistant vice-chair and one year as vice-chair. This position receives some financial support to attend the ASEE annual conference.

- **The CIEC ETD Program Chair** shall be responsible for the CIEC ETD program at the annual CIEC Conference during his or her term of office. The CIEC ETD Vice Chair shall be responsible for peer review process of papers submitted for the ETD program at the same annual CIEC Conference.

- **2.6.2.1 CIEC ETD Program Chair** Elected by the division membership as the assistant CIEC ETD program chair, the CIEC ETD program chair is responsible for the ETD program at the annual Conference for Industry and Education Collaboration. Duties include identifying session topics, program moderators, and potential speakers for the conference. Once session topics are identified, the program chair issues a call for papers, identifies manuscript reviewers, and facilitates the entire manuscript review process. Once final papers are selected, the program chair works with the program moderators to prepare the final program for the CIEC general chair. The program chair works with ETD and ETC leadership to identify and schedule the division meetings during the conference.

The CIEC ETD program chair attends general pre-planning sessions at the CIEC in the spring at the planned conference’s site and at the ASEE Annual Conference and Exhibition. The term is two years as assistant program chair and two years as program chair. **2.6.2.2 Assistant CIEC ETD Program Chair** Elected by the division membership, the assistant CIEC ETD program chair is responsible for assisting the CIEC ETD program chair in the conduct of the ETD program at the Conference for Industry and Education Collaboration. During the conference, the assistant program chair handles the session and speaker evaluations, and, using these data, determines award winners. The term is two years as assistant program chair and two years as program chair.

Please consider stepping up and volunteering yourself or someone else for these important positions. Without the excellent work of volunteers just like yourself, the ETD would not function as effectively as it has.

Nominations should be sent to me at cgloster@ncat.edu. Please include the following information:

a. The nominee's name
b. The nominee's institution

c. What position the nominee is running for

d. A bio – 250 words or less

e. An awesome picture of the nominee
ETD Mini-Grants Report
CIEC 2023
Charleston, SC

Prepared by Marilyn Dyrud, Coordinator

Clean-up from prior cycles

Due to Covid, three project awardees were unable to finish their projects on time and were granted extensions. Last year, we scheduled a session at CIEC for project presentations, but all were unable to attend: 2 due to lack of financing and 1 due to contracting Covid.

This year we have scheduled another, with the previous 3 and 1 from the 2020-2 cycle. This completes deliverables for all projects to date.

Current

The coordinator sent out a general call for proposals and several reminders via the ETD listserv and the ASEE ETD list. Four proposals were received by the deadline of December 30:

Yanjun Yan and Andy Ritenour, Western Carolina University, *Compact Electronics Lab Kit as a Tool for Improved Access, Inclusion, and Learning* ($2,495)

Jiayue Shen, SUNY Polytechnic Institute, “Development of a Low-cost, Highly Compatible Mechatronics Course for Online Platform” ($2,500)

Afshin Zahraee, Purdue University Northwest, “Enhancing Workforce Skills of Engineering and Technology Students Using Unmanned Aerial Vehicle (UAV) Based Structural Health Monitoring and Land Surveying” ($2,500)

Matthew Turner and Rustin Webster, Purdue School of Engineering Technology, “Survey of Capstone Courses in Engineering Technology (ET) Programs” ($2,493.67)

The division chair needs to appoint one more member of the Executive Committee to serve as an evaluator.
ETD Member-at-Large Report – Michael Johnson
Current ETD Membership

- Data provided by Tim Manicom - Director, Membership ASEE

- Membership continues to decrease
- High of 818 in October 1999 and 580 a decade ago (June 2013)
1. Manuscript statistics

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<th>Under Review</th>
<th>Accepted</th>
<th>Acceptance Rate</th>
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<td>51</td>
<td>46</td>
<td>0</td>
<td>5</td>
<td>9.8%</td>
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2. Submission data

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3. Manuscript status for Spring 2023 issue
   a. CIEC Best Paper (1)
   b. Accepted (2)
   c. Under revision (1)
   d. Under review (2)

4. JET Editorial Board discussions
   a. JET Website updates
   b. JET online publication – articles are available from PorQuest, plan to make back issues online so the articles can be easily searchable in Google.