



ETD Executive Committee Meeting Minutes 7 Feb 2024

The Executive Committee meeting of the ETD was called to order at 4:00pm on February 7, 2024 by Scott dunning, Division Chair of ETD in person in Garden Grove, California during the ASEE CIEC Conference.

The following persons were present in-person:

ETD ExCom 2024		
NAME	INSTITUTION	EMAIL
AJOK VERMA	TEXAS A&M at GALVESTON	avermas@tamug.edu
Lara Sharp	Springfield Technical CC	LLsharp@stcc.edu
SCOTT SEGALWITZ	UNIV OF DAYTON	SEGALWITZ@UDAYTON.EDU
JOHN IRWIN	MICHIGAN TECH	JLIRWIN@MTU.EDU
SCOTT DUNNING	VIRGINIA TECH	scottd65@vt.edu
Rob Weissbach	IUPUI	rweissba@iupui.edu
Mohamad Zahraee	Purdue Northwest	zahraee@pnw.edu
MARK PAGANO	University of Washington Tacoma	mpagano@u.w.edu
MAURIZIO MANZO	UNIV. OF NORTH TEXAS	MANZO@UNT.EDU
Clay Glaster	North Carolina Art State	cglaste@ncat.edu
Orlando Ayala	Old Dominion	oayala@od.edu
Marilyn Dyrud	OD (retired)	marilyn.dyrud@oit.edu
Ahmad Fayed	southeastern LAU	ahmad.fayed@selu.edu
Keith V. Johnson	East Tennessee State Univ	Johnsonke@etsu.edu
Lingguang Song	UNC Charlotte	lsong2@charlotte.edu
Mohamed Zeidan	SLU	mzeidan@selu.edu

Also attended but not signed in: Martin Gordon, Marilyn Dyrud, others?

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 26, 2023 were accepted as presented. The motion passed unanimously. Agenda for this CIEC meeting was approved as presented.

OFFICER and ETD COMMITTEE REPORTS:

- **Treasurer Report - Wei Zhan not in attendance, Scott D. reported (copy attached)**
 - Table this report until after CIEC to discuss BASS account balances
 - BASS Account ETLI charges should not be on the ETD balance sheet
 - CIEC account has balance of 13,892.61 and will make more after conference
 - Suggestion made to check all CIEC attendees to see if they are ETD members but were undeclared (for marketing ETD).
- **2024 ASEE Conference Report – Moin Uddin not in attendance, Scott D. reported (copy attached)**
 - Paper submissions down, final draft papers due Feb 8 (12 submitted as of Feb 1)
 - McGraw Hill/Berger Awards dinner 7-9pm on 6/26/24
 - Selection process (Sylvie) will notify by Feb 15 deadline, send email to decide selection process for best paper (awards committee)
 - ETNF not on schedule, but will be added.
 - Moderators should ask reviewers to check on the term “technologist” in their paper submissions
- **Communications – Weihang Zhu not in attendance, Scott D. reported (copy attached)**
 - Dropbox is used for documents
- **ETD Listserve/ASEE Members List**
 - Scott D. is looking for someone at Purdue to continue with ETD Listserv
- **Upcoming Officer Slot Openings – Scott Dunning Reported**
 - Vice Chair, Asst. Vice Chair-Communications, Secretary, Member-at-Large, Chair-Membership Committee

Other Reports

- **Report CIEC 2024 - Orlando Ayala/Maurizio Manzo (copy attached)**
 - Increase in submissions, 49 accepted papers
 - 11 sessions (2 sessions were combined)
 - Next CIEC will be in Las Vegas.
 - 186 were registered prior to CIEC, attendance 209, last year 207
 - CIEC is at the same time as KEEN conference
 - The AV person is waived registration to save on hotel AV charges
- **CIEC Management Changes – Scott Dunning**
 - ETD hosts CIEC in 2027, and they selected Orlando, FL for the location, will need a general conference Chair to plan and select a hotel.

- Many schools in the Florida area to coordinate, should recruit person early to be familiar with the CIEC planning process.
- Future ideas discussed were that each of the CIEC partners should provide a person to be on a team to plan CIEC
- **Members at Large – Michael Johnson, David Stollberg not in attendance, Scott D. reported (copy attached)**
 - Membership declining, people think membership fee is reasonable
 - ETD list serv to remind members to check their ETD membership
- **JET Report Jyhwen Wang not in attendance, Marilyn Dyrud reported (copy attached)**
 - Journal roles usually rotate - Manuscript editor is repeating same position
 - Two positions open (8 year commitment)
 - Submissions are down, acceptance rate is up. Try to encourage great paper presentations
 - Typical length is 10 pages, short paper track is 5 pages, does not need research
 - CIEC proceedings papers: 2021 canceled, 2022 complete, 2023, & 2024 need to be posted in ASEE PEER (2020 was the last proceedings published) faculty that need affirmation can contact Marilyn to write a letter to review committee
- **ET Minigrants – Marilyn Dyrud (copy attached)**
 - Need to find out what is available in BASS account to award proposals in the que.
- **ABET ETAC Report – Raju Dandu not in attendance, Scott D. reported (copy attached)**
 - Ask Raju to bring to the ABET board: can we add “protect the health and safety of the public” in the ETAC criteria.
- **ETC (ETLI & ETNF) Report – John Irwin reported (copy attached)**
 - ETC executive committee continues to meet monthly
 - ETLI in RIT planned for October 14-16 M-W
 - Future ideas Old Dominion, etc
 - ETNF – David Ferro & Vassilios Tzouanas are co-chairs brainstormed ideas to pursue for 2024 and beyond, such as the CIP/SOC codes
- **Tau Alpha Pi – Marty Gordon reported**
 - ASEE is the home
 - Look into what organization runs Tau Beta Pi – Univ of Tennessee?
 - Can ET grads be in Tau Beta Pi & Tau Beta Pi

Good of the order:

- POET (run by Wayne State) is analogue to Order of the Engineer
- Some institutions are inducting ET students if they have had titles as Engineers.

Meeting adjourned at 5:45pm. Minutes recorded by ETD secretary John Irwin



**ETD Executive Committee
Agenda for 2/7/2024 -4 pm**

1. Approval of Minutes

2. OFFICER and ETD COMMITTEE REPORTS:

- Treasurer Report - Wei Zhan
- 2024 ASEE Conference Report – Moin Uddin
- Communications - Weihang Zhu
- ETD Listserve/ASEE Members List
- Upcoming Officer Slot Openings: Vice Chair, Asst. Vice Chair-Communications, Secretary, Member-at-Large, Chair-Membership Committee

Other Reports

- Report CIEC 2024 - Orlando Ayala/Maurizio Manzo
- CIEC Management Changes – Scott Dunning
- Members at Large – Michael Johnson, David Stollberg
- JET Report Jyhwen Wang
- ET Mini Grants Marilyn Dyrud?
- ETAC of ABET Accreditation Rep -
- ETC Report – John Irwin
- ETLI Report – Hugh Jack/Lara Sharp
- ETNF Report
- Tau Alpha Pi

American Society for Engineering Education
Engineering Technology Division
Financial Report - CIEC Conf ETD Executive Committee Meeting - Garden City
February 1, 2024

ETD ¹ BASS Account (229)

² Beginning Balance at 9/30/2022	\$	36,629.93	
ETD Summary			
ETLI 2021 Cancellation Fee	\$	(34,173.75)	
FY23 Field Unit Dues	\$	1,920.00	Unavailable
FY23 Member Contributions	\$	361.00	Unavailable
Balance as of 9.30.23	\$	4,737.18	Unavailable
Revenue FY23	\$	2,140.00	
Expenses FY23	\$	(3,202.10)	
ETD available balance	\$	(1,062.10)	
ETLI Summary			
September 2022 Meeting	FY22		
Revenue		32,650.00	
Expenses		(12,289.06)	
Net Proceeds		20,360.94	Unavailable
October 10, 2023 Meeting	FY23		
Revenue		32,650.00	
Expenses		(26,554.38)	
Net Proceeds		6,095.62	Available
FY22 ETD & ETLI Combined as of 9/30/22	\$	25,098.12	Unavailable
FY23 ETD & ETLI Combined as of 9/30/23	\$	5,033.52	Available

Footnotes

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

²Based on audited Financial Report dated 9/30/2023

ETD

Currently in Bank of America Account

June 22'	\$11,748.25	Beginning Balance
2/7/2023	-\$36.57	gifts for speakers
2/7/2023	-\$173.44	gifts for speakers
2/13/2023	-\$1,000.00	Linda D. Krute Award- Chuck
2/9/2023	-414.74	hospitality divided 4 ways @ CIEC 23'
5/1/2023	-\$362.50	ASEE reg. split w/CPD (Chuck B)
6/16/2023	-\$200.00	Guest speaker gifts (ASEE) extras for CIEC 2024
6/6/2023	\$1,000.00	guarantee CIEC 23'
6/26/2023	\$3,602.46	Profit from CIEC 2023 approved by CIEC board
6/26/2023	-\$270.85	split 3 ways, CIEC social at ASEE 23'
10/30/2023	\$13,892.61	Ending Balance

ASEE ETD Program Chair Interim Report

Prepared by
Mohammad Moin Uddin
Feb 1st, 2024

Summary Statistics

	2024 Conference	2023 Annual Conference	2022 Annual Conference	2021 Virtual Conference
Abstracts submitted	82	96	65	81
Abstracts rejected	1		0	6
Abstracts withdrawn	3		6	3
Missed draft deadline			13	20
Papers withdrawn				3
Draft papers submitted	12*		41	58
Draft papers rejected				11
Final drafts published		56		47
Number of reviewers	108	105	105	103

*As of Feb 1, 2024

Result Summary of 2024 Conference: A total of 82 abstracts were submitted. This is slightly lower than the last year ASEE conference. Deadline for draft paper submission has been extended to Feb 8th.

Important Dates:

~~Abstract Submission opens October 1, 2023~~

~~Abstract Submission due November 1, 2023~~

Draft Paper Submission due February 8, 2024

Revised Draft Submission due March 8, 2024

Final Paper upload due May 1, 2024

ETD Technical Session and Business Meetings Schedule

12 technical sessions are planned including the poster session. Also, 9 business meetings and a panel on AI and Engineering Technology Education: What, Why, How? are scheduled.

<i>2024 ASEE Business Session Schedule</i>			
Day	Date	Time	Title
Monday	6/24/2024	11:00 - 12:30 pm	ETD Executive Board Meeting
Monday	6/24/2024	1:30 - 3:00 pm	Panel: AI and Engineering Technology Education: What, Why, How?
Monday	6/25/2020	3:15 - 4:45 pm	ASME MET Leadership Meeting
Monday	6/26/2020	7:00 - 9:00 pm	Engineering Technology Berger and McGraw Awards Dinner
Tuesday	6/25/2024	9:15 - 10:45 am	JET Board Meeting
Tuesday	6/25/2024	11:00 - 12:30 pm	ETD Business Meeting and Luncheon
Tuesday	6/25/2024	1:30 - 3:00 pm	ETC Executive Board Meeting
Tuesday	6/25/2024	3:15 - 4:45 pm	ECET Dept Heads Meeting
Wednesday	6/26/2024	11:30 - 1:00 pm	ETC Business Meeting
Wednesday	6/26/2024	2:00 - 3:30 pm	Engineering Technology Leadership Institute
Wednesday	6/26/2024		

I would like to thank the authors, reviewers, ETD leadership and the entire ETD community for their support and contributions to the 2024 ASEE annual conference. Please register for the conference and reserve hotel as soon as you can.

I look forward to seeing the entire ASEE and ETD community in Portland, Oregon, June 24 – 26, 2024.

Thank you,
Moin

Communication Report: CIEC 2024

1. We continue to use the WordPress to host our website. There were a few content updates. The next renewal will be in June 2024.
2. We attempted to create a shared folder through our website but did not find a good solution. Google Drive works better.
3. We attempted to migrate the ETD mailing list. I had discussion with Walter in summer 2023. Later, I was told someone in Purdue will take over the mailing list. I do not know the current status.
4. I updated the JET website for Dr. Wang several times. There are still scammers who created a fake site of JET and there are still victims.

Sincerely

Weihang Zhu
Professor | Program Coordinator
Cullen College of Engineering/Engineering Technology/Mechanical Engineering Technology
University of Houston

CIEC 2024 Program Report
ETD Executive/Business Meetings
Garden Grove, California
February 7-9, 2024
Prepared by Orlando Ayala, ETD Program Chair

Paper Statistics

Abstracts

Submitted 79 (46 last year – 72% increase)
Withdrawn 6
Not accepted 2

ACCEPTED 71

Papers

Submitted 54 (45 last year – 20% increase)
Withdrawn 3
Not accepted 2

ACCEPTED 49

Need to do a better job at retention. The problem might be that authors are asked to submit papers around the time the semester starts.

- | | |
|---------------------------|-----------------------|
| a. Abstract submission | July 15 th |
| b. Abstract acceptance | July 30 th |
| c. Paper submission | Sept 15 th |
| d. Paper acceptance | Nov 7 th |
| e. Final paper submission | Dec 15 th |

Sessions, Call for abstracts/papers, and Peer Review

In April 2023, we initially started with 13 sessions, and followed the schedule above. Abstracts were reviewed by the session organizers (moderators). All CIEC ETD papers underwent a regular peer review, along with an initial originality scan. A call for reviewers was circulated via the ETD listserv. The program chair assigned reviewers to sessions, and moderators kept track of reviewing forms and communicating reviews to authors. The process went smoothly but had to adjust deadlines as we went on. Many reminders were sent.

WEDNESDAY 11 AM

- 1) ETD 315: Industry Informed Curricular Development in Engineering Technology I

WEDNESDAY 2 PM

- 2) ETD 335: Industry Informed Curricular Development in Engineering Technology II
- 3) ETD 345: New Technology and Cybersecurity: Preparing the Future Workforce

WEDNESDAY 4 PM

- 4) ETD 365: Captivating Class Activities and Assignments

THURSDAY 2 PM

- 5) ETD 435: Embedding Use of Standards in Engineering Education

- 6) ETD 445: Leveraging Industry Partnership for Capstone Projects in Engineering Technology

THURSDAY 4 PM

- 7) ETD 455: Integrating Industry 4.0 into Engineering Technology Curriculum
- 8) ETD 465: Developing Workforce for the Blue Economy: Marine Engineering Technology

FRIDAY 9 AM

- 9) ETD 505: Topics on 2 yr to 4 yr transfer pathways and Ethics
- 10) ETD 515: Fluid-Thermo courses in Engineering Technology

FRIDAY 10:45 AM

- 11) ETD 535: General Topics in Engineering Education

Few sessions were merged, and one had to be expanded to two sessions. I also added the following workshop:

ETD 415: Entrepreneurial Mindset Learning for Engineering and Engineering Technology Education: A Starter Kit

Attendance

As of 01-19-2024, there were 186 registered participants, 55 of them registered as ETD members (about 30%)

Equipment Needs

Marilyn projectors reported on this before. I will follow suite. Several years ago, ETD purchased 3 projectors, 2 for sessions and 1 for meetings. However, one has died, and we need to replace it. We understand funding from ETD is problematic now. Just let us not forget about this. Thanks to John Irwin for being the AV point person and bringing the projectors over here.

Proceedings

I need an update from Marilyn Dyrud on this.

Hospitality Event

Due to the ETD financial constraints (and how expensive Garden Grove is to even think in one even at a small scale), the hospitality event was canceled this year. I hope to be able to pull something off next year. Would ETD be willing to use CIEC funds next year?

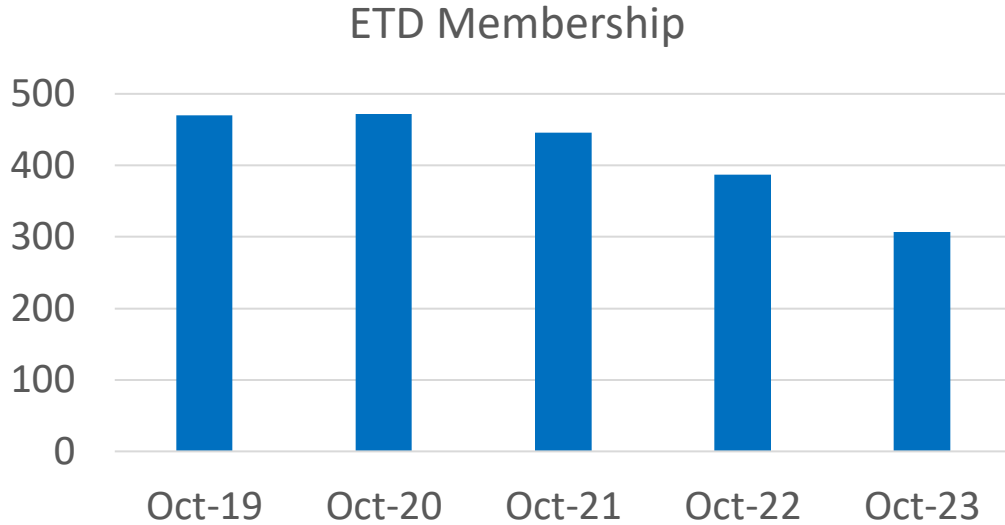
Closing Note

Looking forward to organizing the 2025 ASEE CIEC!

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)



- Membership increases in the spring – possibly due to conference registration/membership combination.
 - Might be beneficial to do some marketing to get people to sign up for ETD when they register for ASEE annual conference.

Journal of Engineering Technology®
Editor-In-Chief Report: Submitted by Jyhwen Wang
ASSEE ETD Executive Committee Meeting at 2024 CIEC Conference

1. Manuscript statistics

Year	Total	Inactive	Under Review	Accepted	Acceptance Rate
2020	51	46	0	5	9.8%
2021	39	32	0	5	12.8%
2022	41	32	3	6	14.6%
2023	36	30	2	4	11.1%

2. Submission data

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2021	3	4	6	2	6	2	4	3	3	2	3	1	39
2022	6	6	4	3	6	3	2	1	1	4	2	3	41
2023	2	2	3	5	2	2	0	1	4	3	5	7	36
2024	4												

3. Manuscript status for Spring 2024 issue

- a. CIEC Best Paper (1 paper)
- b. Accepted (2 papers)
- c. Under revision (2 papers)
- d. Under review (4 papers)

4. Other Updates/Discussions

- a. Publication of the JET Fall 2023 issue was delayed mainly due to lack of good articles and late reviews. There were 3 papers published in the issue; 371 copies were printed.
- b. We encourage the submission of “short papers.”
 - Reporting on the latest development of innovative pedagogy and/or education materials that contribute to advancing the teaching and learning of engineering technology topics.
- c. Online publication – Articles are currently available from PorQuest. The Editorial Board will select a site to host the JET online this year. The cost for hosting (including generation of DOIs) is a concern.
- d. The JET is seeking nominations/applications for the Communication Editor position.

ETAC Report to ETD

February, 2024

2023-24 ETAC accreditation cycle highlights

- The visit cycle started on 9/12/2023 and completed all but one visit by 12/05/2023. One Interim Visit was rescheduled to the end of January. ETAC conducted 27 GR and 8 IGR visits, along with 12 IRs and 1 IVs.
- We had several changes in the mode of the visit (from face-to-face to remote or hybrid). Visits to two institutions located in the Middle East were changed from on-site to virtual due to tensions in the region. Dealing with the situation of the Middle East visits has been challenging, although the visits were led by experienced TCs.

ETAC Committee Activities

Based on the input from 2023 ETLI, ETAC informed the ABET headquarters to review accreditation costs for two-year programs, and ABET already started reviewing the issue.

ETAC needs help from professional societies to address the diversity issues in selecting and nominating PEVs and Commissioners to have a better representation of two and four-year programs, and candidates from industry, academia, and government. Also, in nominating members to the Engineering Technology Area/Board of Delegates who have awareness, and understanding of engineering technology.

ABET Governance

At the 2023 Fall Governance meeting, Ece Yaprak was elected as ETAD Director, and Andrea Rutledge as Secretary was elected.

Criteria Highlights

- Criteria changes fully approved for implementation include Program Criteria for Construction Management Technology and Similarly Named Programs in the 2024-25 cycle.

- Other criteria changes to the ETAC General Criteria approved as the first reading include:

(1) in General Criterion 5 (Curriculum) titled “Physical and Natural Science.” The phrase is redundant, as “Natural Science” includes “Physical Science”,

(2) in General Criterion 5 (Curriculum) added “equity” and “for professional practice consistent with the institution's mission” to the current “Other Content” section of Criterion 5 Other Content for completeness and consistency with ABET commitments to DEI. ETAC already includes the words “Diversity” and “Inclusion” in non-harmonized Criterion 5 (Curriculum) under “Other Content”. It is currently the only commission to do so.

Criteria Committee

- The first criteria that follow the Curriculum/Faculty template (as opposed to objective and outcomes) were implemented in the 2018-2019 cycle. This year, the CriteriaCommittee will work with Stephanie Harrington to ask societies to update the oldest program criteria and generate a review timeline and process.
- In October, the Criteria Committee received an email from Doug Tougaw, president of the American Society for Engineering Education (ASEE). It informed us that ASEE was no longer supportive of the addition of manufacturing to the general ETAC criteria.

Training Committee

The ETAC Training Committee co-chairs are currently working on detailed training plans and subcommittee activities for 2024-25 cycle. The committee will offer PEV, New Team Chair, Institutional Rep SSR, IR, and Site Visit, TC IR, and Commission training.

Engineering Technology Council

Summary of Activities for 2023

ETC Executive Committee meets monthly by zoom, and twice in-person at ETLI and at the AC.

Annual Conference: Participated in the selection process and awards dinner planning for the 2023 McGraw Award (Clay Gloster), Jeffrey Ray National Engineering Technology Teaching Award (Ismail Fidan), and the Isadore T. Davis Award (Magdalini Lagoudas). Note that there were no 2023 nominations for Frederick Berger Award.

Standing Committee, ETLI: The conference was held in Washington DC, the planning committee developed the program, and 55 people attended and participated Oct. 9 and 10, 2023. Hill visits were on Oct. 11th were organized by ETC home institutions. Efforts were led by Lara Sharp, John Irwin, Alisa Henrie, Barb Christe and Hugh Jack. RIT has volunteered to host the 2024 ETLI.

Standing Committee, ETNF: Ron Land and Vassilios Tzouanas continued the review of websites using the word technologist to see if usage of this word has decreased. David Ferro has accepted a nomination to replace Ron Land as Chair. Currently reviewing O-NET definition for Engineering Technology graduates.

CIEC: Worked with ETD on conference planning, paper reviewing, and session moderating. There are remaining concerns for publication of ETD proceedings papers.

CP12: ETC representative, John Irwin, ETC Chair.

CDEI: ETC representative, Keith Johnson, ETC Chair-Elect.

CMC: ETC representative, Alisa Henrie.

ETD: ETC Chair worked with ETD on meeting sessions for the Annual Conference.

Budget: BASS account was reconciled for 2022 ETLI extra charges reducing the negative balance.

Other Activities, Licensure: A series of meetings were attended, primarily by Past Chair Marty Gordon, to solicit support to end the discrimination against ET grads for licensure. Progress was made with pathways for ET grads in all but two states.

Other Activities, Two-Year Schools: Lara Sharp as point person developing methods for closer ties with 4-year schools, including transfer agreements, articulation, and ETLI conference 2yr to 4yr pathway session.

Comments: We utilized and appreciate the help from ASEE ETC liaison Sarah Deleeuw to coordinate ASEE web content for ETC current.

ETNF Report – CIEC 2024

Last year, David Ferro, Wael Ibrahim, Mike Eastman and I met a couple of times to discuss ETNF matters.

In addition, all four of us met with Ron Land to hear his perspective on ETNF issues and learn more about ETNF's history.

Our brainstorming sessions generated a few items that we may want to pursue (see at the end of this email).

Obviously, this is not a final or exhaustive list and is subject to change based on input from ETC and other ET stakeholders.

Brainstorming Ideas

1. Paper: Engineering Graduates are Engineers – version 2
 - a. The goal is to collect data from industry at large, industries/companies that employ ET graduates, supervisors of ET graduates and others as appropriate to help us make the case that ET graduates are engineers.
 - b. We may want to include artifacts from ET student works and statistics about their professional progression in terms of job responsibility and licensure.
 - c. Other items ???
2. Discussion at the Engineering Deans Council
Dave will talk to deans that have both programs: engineering and engineering technology.
3. Hold a Virtual Brainstorming Session
 - a. The goal is to invite a few schools in an open forum to help us identify key issues for ET programs.
 - b. May also want to consider a survey to reach out to a larger number of schools.
4. Obtain a list of which states allow ET graduates to take FE exam and then pursue PE licensure
 - a. Should taking the FE exam be a graduation requirement? Pros/Cons?
5. Invite Ron Land to a future meeting.
He can attend meetings as he is available. It would be good for him to attend at least one meeting to help understand ETNF history.
6. Create a Google drive for ETNF to be used as working space and documentation.