

**Minutes - Two Year College Division**  
American Society for Engineering Education  
**Monday, June 30, 1998**  
**Seattle, WA**

The annual business meeting of Two Year College Division (TYCD) of ASEE was called to order by George Timblin, Chair of the division, at 4:30pm. The first order of business was an introduction of those attending this meeting.

The next order of business was the Treasurer's report, which showed that the division had a balance of \$350 in the operating account and \$207.46 in the BASS account. A motion was made to accept the treasurer's report. The motion was seconded and approved.

The next order of business was the reading of the minutes from the last Business meeting held at the 1997 ASEE conference in Milwaukee WI read the minutes from the last annual meeting. The Chair added a note to the minutes to the effect that the person elected to the secretary treasure position was not a current member of TYCD and so he ruled the election invalid. Philip Regalbuto was appointed by chair to serve as secretary treasure. A motion was made that the minutes be approved with the addition of the Chairs note. The motion was seconded and approved.

Next order of business was a report from the newsletter editor, Al Wahle. He stated that the newsletter had been put on the list serve last week. Al stated he was going to publish several electronic newsletters a year. He also handed out hardcopies of the newsletter to those members present.

The next order of business was a report from Kelly Frank of ASEE Staff on the ASEE student Chapters. She said that there are presently 6 student chapters. To start a student chapter all that is needed are 3 student that show an interest. ASEE hopes to increase the number of undergraduate student chapters, especially at the two-year college level.

Next it order of business was a discussion of the listserv. George Timblin reported that there are two list serves, one maintained by George Timblin (ASEE2YCD), and one maintained by ASEE (2yr\_div). The one maintained by George Timblin is available to anyone who is interested in the engineering and engineering technology education at the two-year level, and this listserv has 170 subscribers. Not all subscribers to the ASEE2YCD list serve are members of TYCD or ASEE. The other listserv (2yr\_div) is available only to those who are official members of TYCD/ASEE, and is to be used for official business of the division. It was reported that the officers for the TYCD were not on the ASEE web page yet but the problem was to be corrected by the end of the week. (Note that this problem has now been corrected).

Next order of business an update on the membership of the TYCD. There are currently 343 registered members of the Two-Year College Division. Members from other divisions have expressed interest in setting up contacts with the TYCD.

Next order of business was a report from the Logo Committee. There has been no progress on creating a logo. Nataraj Nataraj volunteered to act as new chair of this committee along with Ms. Cocozzella. They will disseminate information about their progress through the newsletter.

The next order of business was a discussion of the creation of the nominating committee for the slate of officers for the 1999 election. The nominating committee will consist of the division chair, George Timblin; immediate past chair, David Hata, and past chair Nataraj Nataraj. The goal is to have at least 2 candidates for each office. Voting will take place before April 1, 1999.

The next order of business was a report from Bill Beston on the status of the by-laws. A copy of the proposed changes to the by-laws as handed out, and it was noted that these proposed bylaws were previously to the TYCD membership via the listserv. A discussion followed on the changes. Bill Beston recommends that the by-laws committee accept the by-laws as proposed. A consensus was reached that the by-laws were a work in progress and that they could be changed at any time. A motion was made and seconded that the by-laws be accepted as proposed by the by-laws committee. The motion was passed and the by-laws went immediately into effect.

The next item of business was a request from Bill Beston that the TYCD sponsor a national design competition for 1st and 2nd year students. A motion was made and seconded to sponsor a design competition at next year's ASEE annual conference.

The next order of business was another request from Bill Beston to use the listserve as a dissemination tool for his NFS grant. George Timblin said that the TYCD newsletter and the open listserve could be used for this at the discretion of the chair of the TYCD.

The next order of business was a report from the program chair, Nataraj Nataraj, about how the TYCD sessions were going. He said attendance had been good so far at the sessions sponsored by the TYCD. There followed a discussion of how the schedule had listed all the ETD sessions as TYCD sessions, since ETD sessions were co-sponsored by TYCD. (Note: ASEE staff later reported that the 1999 conference will use a different schedule format and this problem should be eliminated).

The next order of business was a discussion of suggestions for TYCD sponsored session at next Years ASEE annual conference. The suggestions were to sponsor a session on recruitment and retention, a rap session, a tour of Central Piedmont Community College Advanced Technologies Center, and a planning session for the TYCD separate from the business meeting.

The next order of business was a report on the results of the survey on the mission of the TYCD. George Timblin reported that the 27 respondents to the list serve survey reported that 85.2% indicated the mission of TYCD should include both engineering and engineering technology; 7.4% Engineering technology only; and 7.4% Engineering Transfer only. George Timblin noted that from the data the mission of the TYCD should clearly be both Engineering Technology and Engineering.

The next order of business was a discussion of the long-range survey that Pat Fox is doing for the ETD. Members of the TYCD were asked to contact Pat Fox [fox@engr.iupui.edu](mailto:fox@engr.iupui.edu) and give their input to this survey.

The last order of business was about the ASEE published paper competition. To enter the annual conference paper competition, divisions must have an established peer review process for papers published in the ASEE Proceedings. There was discussion that at some time in the future the TYCD should set up a review process for papers. No final decision was reached when to start the review process.

The meeting was adjourned at 6:08 PM.

Minutes Submitted by Phil Regalbuto, November 6, 1998

**Note: In attendance were...**

- George Timblin, Chair, Central Piedmont Community College
- Bill Beston, Vice Chair, Broome Community College
- Phil Regalbuto, Secretary/Treasurer, Trident Technical College
- Al Wahle, Newsletter Editor, Sinclair Community College
- Nataraj Nataraj, Program Chair, Sinclair Community College
- Kelly Frank, ASEE staff
- Peggie Weeks, TYCD member, NSF
- Patrica Fox, ETD member, IUPUI
- Robert White, TYCD Member, Northern Maine Technical College