



The Association of
Technology,
Management, and
Applied Engineering

April 17, 2015 11:00 AM Via Conference Call

Present: William Hallock, Robert Chin, Justin Yang, Rod Flanigan, Royall Mack, John Hausoul, Jesse Kamm

Absent: Joyce Wilkerson, Susan Ely, Jeff Cunion

Visitors/ Staff: Michele Anderson, Rachel Drochter, Lisa Kennelly

Meeting Minutes:

Meeting to order at 11:05 AM.

Approval of the minutes:

Bob moved to approve the minutes from the March Board meeting. The motion was seconded by Jesse and unanimously approved by the Board.

Treasurer's Report:

Jesse and John reviewed the Balance Sheet for March. They remarked that we are still set to lose money this year but it will be less than previously predicted. They also reviewed ATMAE's investment strategy and whether this is something the Board needs to discuss in the near future. The treasurer's report also discussed the variability in numbers from last year's accreditation to this year's numbers. Michelle pointed out that this variability comes from different schools going through the accreditation process at different years and the fact that these schools have different budget cycles. Moving forward, accreditation financials will focus on cost control on travel and working with all divisions to make sure numbers are accurate and more stable.

Membership:

John and Rachel discussed membership. Rachel reviewed the membership report noting that membership numbers are steady right now and that we will most likely see an increase in certification and student membership because we are moving into the end of the academic semester. Rachel also summarized the current membership appeal and renewal plan. John and Rachel discussed the interactive capabilities of the website and membership profiles and the idea that these capabilities could be a great benefit for members. Rachel gave an overview

of the online community features available to the members and the new 'How To' page that was recently launched to give insight on how members can use all the functions of the website. Rachel mentioned the new 2015 Robotics Competition Group that has been started to get people to the website and start online discussion about the competition.

Accreditation:

Michele reviewed the accreditation update on page 28. She discussed two new targeted accreditation programs. She discussed how these community colleges want help align their curriculum with 4-year universities. Michele discussed the need for ongoing team training and mentioned online refresher training to test team member knowledge. She also discussed the application, criteria requirements, and training for new accreditation team members. Michele is also working on statistical analysis of accreditation recommendations and decisions, such as Standards of Accreditation; conflicts of interest; document retention; training; and other general good accreditation practices.

Conference:

John gave a conference update (see page 29). We had 335 presentation submitted. John mentioned there were some errors in reviewer submission and that he is contacting these reviewers to encourage them to resubmit their scores for the presentations. Acceptance and rejections will most likely go out in the next couple of weeks. The Board asked questions and shared views about the presentation submission and review process. It was recommended that the presentations be broken down into more specific subject areas and that each reviewer should be given less proposals to review.

On the Board's request, John outlined the past and present presentation submission and acceptance procedures. He also discussed where the acceptable number of presentations are generated from. The number of slots available at the conference is based on the number of proposal submissions and the number of rooms available at the conference site. The number of session rooms at the conference is generated based on a review of the previous year's conference.

There was a question raised on whether an abstract submission is important to academics. The Board agreed that we may want to revisit this part of the process and it may be beneficial to do some kind of survey on this year's conference



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attendees to gauge member opinion about the presentation portion of the annual conference.

John also mentioned that the Keynote Speaker has been selected. The Robotics Competition event planning is underway. There will be a Q&A Session for the competition taking place on Wednesday, April 29th at 2pm central for anyone who would like to discuss and ask questions about the upcoming competition. John has been working close with John Wyatt (who is also becoming more active as an advisor to the Board) on generating new competitions like 3D printing. The first stage of these new competitions could be virtual and then move to being onsite at the annual conferences.

The 2016 Conference contract has been signed. Louisville and Cincinnati are two locations being reviewed for potential sites for the 2017 conference. John is visiting the Louisville site in May. An RFP is underway in Las Vegas as a way to push ATMAE participation out West. However, it may be difficult to stay in the \$125 per night range in Las Vegas and/or new locations.

Action Plan Overview:

John discussed the Action Plan outline on page 30. This Action Plan outlines what ATMAE is working on and progress for each agenda item. Programs are broken down into subcategories. There was a question raised on whether General Management subcategory should be broken out into a separate document. It was requested that the Board review this plan as it develops and make recommendations for its presentation in the future.

There being no further business, it was moved and seconded to adjourn the meeting. The meeting was adjourned at 12:02 pm.