

July 1, 2009

**Engineering and Technology Education Division  
eTED**



**HANDBOOK  
OF  
OPERATING POLICIES**

**Engineering and Technology Education Policy Committee**  
July 1, 2009 – June 30, 2010

ACTE Phone Number: 1-800-826-9972  
ACTE Fax No. 1-703-683-7424  
ACTE Web Site: <http://www.acteonline.org>

## **From the Division President**

To the leadership of the Engineering and Technology Education Division:

Welcome to an exciting new year of professional involvement in the Engineering and Technology Education Division of the Association for Career and Technical Education. As your president for the next three years, I challenge you to expand our Division, and therefore, our impact upon the profession, by bringing in a minimum of one new member each year. In addition to recruitment, show each of those new members a way that they can contribute to the profession through our Division. One of the best ways to involve people is to encourage them to accept assignment to a Division committee, and find a way for the committee you lead to make a difference. Get involved in your school and district, and let them know that you are a national eTED policy committee officer.

Get to know the other eTED officers, and presenters, and let them know what your interests are. Communicate with other eTED officers and your committee members throughout the year, and get them involved. Now that we have officially added engineering educators to our division, we have greatly increased our potential to make a difference in the education of kids. If I can help in any way, just let me know.

In addition to increasing our membership, and the involvement of our membership in the work of the Division, my goals for the next two years include the development of succession planning for the Division, and implantation of an evaluation process for our committee structure. We need to ensure that leaders are prepared and ready to lead when the need arises. We also need to constantly ensure that our committee structure fits the needs of the Division and profession, and can change it as required.

I look forward to serving you for the next two years, and hope to see you at the convention in Nashville in November.

Sincerely,

A.R. "Bob" Putnam  
eTED President

## **From the Policy Committee Chair**

As members of the eTED policy committee, I would like to commend you on the work you do encourage you to continue your hard work in the future. With technology and engineering related issues continuing to dominate current events, now more than ever does, technology education need individuals such as you to continue to be the stewards of the field.

For the eTED policy committee to become quality stewards of the field, I would reiterate the statements made by the eTED president. Get involved, get others involved, mentor others, and represent and promote eTED and technology education. This division represents all areas of technology education and it is vital that we continue to encourage and motivate professionals from middle-level to high school to teacher education to get involved in eTED. In addition, I would ask that you continue to support our committee chairs as they work to recognize the highest quality research, schools, and individuals in technology education.

I am looking forward to an enjoyable and productive meeting and hope to see everyone in Nashville.

Sincerely

Luke J. Steinke  
eTED Policy Committee Chair

## FOREWORD

This handbook of operating policies for 2009 – 2010 includes the scope and operational characteristics of the Division and outlines the specific goals, duties and responsibilities of all persons designated with leadership responsibilities. As a recipient of this publication, you have a professional obligation to complete all requirements and fulfill all expectations to the best of your ability.

The annual revision of this document is the responsibility of the Chair of the Policy Committee for the Engineering and Technology Education Division (eTED) in accord with the following timetable:

### Task

*July 1*

- ❖ Prepare and distribute to each Chair forms for the updating of committee goals, tasks, rosters and budget requests.

*November 1*

- ❖ Chairs complete the required forms in cooperation with their committees and submit to the Policy Committee Chair.

*December* – during ACTE Convention at the conclusion of the Division's committee work session.

- ❖ Complete first draft and submit to Planning Committee for approval.

*March* – during convention and Division planning meetings.

- ❖ Make all recommended editorial changes and send to all eTED Policy Committee and committee members.

*June 15*

If you have questions or require assistance, please do not hesitate to contact the chair of the eTED Policy Committee or the President of the division.

## QUICK REFERENCE LIST – 2008 – 2010

### **eTED Policy Committee – Name**

- Alvin “Bob” Putnam
- Luke Steinke
- Gayla Stoner
- Mark Threeton
  
- Dominick Fazarro
- Myra Pannell

### **Position and Term**

Vice-President, 2011  
Policy Committee Chair, 2011  
Secretary, 2012  
Secondary Representative,  
2010  
Post-Secondary Rep., 2010  
Supervision Rep., 2012

### **eTED Committee Chairs –**

- Robert Howell
- Mark Threeton
- Cynthia Sims
- Kara Harris
- David Williams
- Jay Davis
- Todd Kelley

Awards, 2010  
Operating Procedures, 2011  
Cultural Awareness, 2008  
Legislative & Resolutions, 2011  
Membership, 2010  
Nominating, 2010  
Research, 2012

### **ACTE General Standing Committee Representatives**

- Mark Threeton
- Cynthia Sims
- Paul Asunda
- George Rogers
- Paul Asunda
- Kara S. Harris
- Gayla Stoner
- Jay Davis
- Todd Kelley
- David Williams

Operating Procedures Committee, 2011  
Cultural Awareness, 2010  
Communications, 2011  
Legislative, 2011  
Public Information, 2011  
Resolutions, 2011  
New Ideas, 2010  
Nominating, 2010  
Professional Development, 2011  
Membership, 2010

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## **ENGINEERING and TECHNOLOGY EDUCATION DIVISION**

### **ASSOCIATION for CAREER and TECHNICAL EDUCATION**

#### **POLICY COMMITTEE**

##### **Goals:**

1. Promote technological literacy through the provision of engineering and technology education for all students.
2. Strive to promote unity within the profession among all engineering and technology and career and technical educators.
3. Develop leaders for the profession by providing opportunities to assume responsibilities and to lead.
4. Maintain continuous input into the overall structure of the ACTE and its Program of Work.
5. Consider and make recommendations concerning any and all proposed actions of the ACTE that may relate to engineering and technology education.
6. Establish committees when necessary to meet the needs of the Division and/or the advancement of technological literacy.

#### **DEPARTMENT REPRESENTATIVES, ELECTED**

##### **Duties and Responsibilities:**

1. Representatives will develop a list of key issues faced by their constituency.
  - Use a systematic means of developing the issues.
  - Submit to eTED Policy Committee Chair prior to the annual convention on the form shown in Appendix B.
2. Each representative should prepare a proposal for at least one major convention program.
  - Submit proposal to ACTE by February 1 complete with title, speaker's name and address, program description, objectives, etc.
  - Each elected representative should select their own committee, preferably from each ACTE region, to assist him/her in the delivery of the objectives and duties.

## TYPES OF COMMITTEES

1. **POLICY COMMITTEE** - Consists of six elected members responsible for implementing operating policies and procedures (see pages 4-5).
2. **DIVISION PLANNING COMMITTEE** - Consists of six elected members of Policy Committee. They should assure that all current concerns in technology education are given appropriate attention by the Division during the convention (See V-C of the Operating Policies, Appendix A).
3. **STANDING COMMITTEES** - Established in accord with V-B of the Operating Policies. The chair may also represent the Division on ACTE general committees.
4. **ACTE AD-HOC COMMITTEES** - Special ACTE general committees which, for the exception of the Nominating Committee, include members from the eTED at the discretion of the ACTE Executive Board.
5. **eTED AD-HOC COMMITTEES** - Established by the Policy Committee based on priority concerns or tasks.

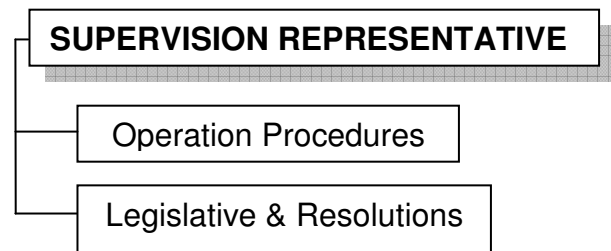
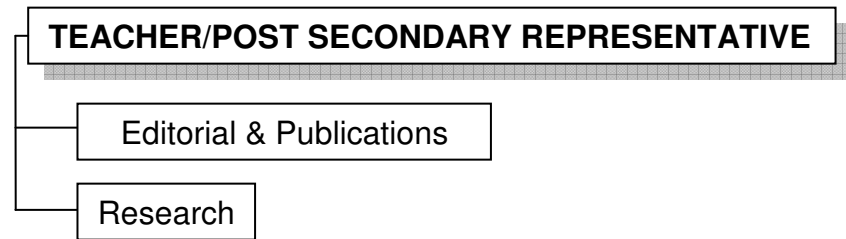
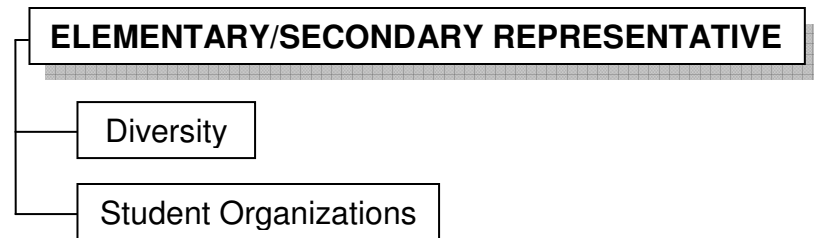
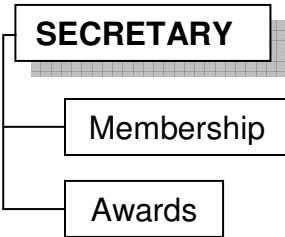
## Committee Liaison Responsibilities

With a number of standing and Ad Hoc eTED committees, it is difficult for any one elected officer to coordinate the activities and responsibilities of each committee. To improve committee liaison with elected policy committee members, the following liaison responsibilities and assignments have been agreed upon.

### Responsibilities:

1. Coordinate and encourage committee activity throughout the year.
2. Assist with preparing committee goals and tasks.
3. Assist with committee member identification.
4. Assist in establishing committee budget needs.
5. Assist in preparing and collecting annual reports.

## Ad Hoc eTED Positions and Responsibilities



**Association for Career and Technical Education  
ENGINEERING and TECHNOLOGY EDUCATION DIVISION**

**POLICY COMMITTEE**

**ELECTED MEMBERS**

**July 1, 2008- June 30, 2009**

**Office**

**Name/Address**

**Contact Information**

**President**

***Alvin “Bob” Putnam***

Region 3

Department of Workforce Development  
Southern Illinois University  
475 Clocktower Drive  
Carbondale, IL 62901-4605  
Bus: 618-453-1935  
Email: bputnam@siu.edu

**Chair, Engineering and Technology  
Education Policy Committee**

***Luke J. Steinke***

Region 3

Eastern Illinois University  
600 Lincoln Ave  
Charleston, IL 61920  
Bus: 217-581-6271  
Email: lsteinke@eiu.edu

**Secretary**

***Gayla Stoner***

Region 3

Provost and Vice Chancellor Area - Academic Affairs  
Southern Illinois University  
Anthony Hall, Rm. 13-Mail Code 4311  
Carbondale, IL 62901  
Bus: 618-453-7637  
Email: gstoner@siu.edu

**Elementary/Secondary Representative**

***Mark Threeton***

Region 1

Pennsylvania State University  
Workforce Education and Development  
409-D Keller Building  
University Park, PA 16802  
Bus: 814-863-5361  
Email: Mdt177@psu.edu

**Post Secondary Representative**

***Dominick E. Fazarro***

Region 4

Sam Houston State University  
Department of Agricultural and Industrial Sciences  
PO Box 2088  
Huntsville, TX 77341-2088  
Bus: 936-689-7695  
Email: defoo3@shsu.edu or dfazarro@gmail.com

**Supervision Representative**

***Myra Pannell***

Region 4

Mississippi State University  
Mailstop 9636- 103 Russell Street  
Mississippi State, MS 39762  
Bus: 662-325-2510  
Email: myrapannell@rcu.msstate.edu

**ENGINEERING AND TECHNOLOGY EDUCATION DIVISION COMMITTEE  
CHAIRS**

**Committee**

**Chair/Address**

**Contact Information**

**Awards**

***Robert Howell***

Region 5

Technology Studies  
Fort Hayes State University  
187-B Davis Hall  
Hayes, KS 67601-4009  
Bus: 785-628-4306  
Email: bhowell@fhsu.edu

**Operating Procedures**

***Mark Threeton***

Region 1

Pennsylvania State University  
Workforce Education and Development  
409-D Keller Building  
University Park, PA 16802  
Bus: 814-863-5361  
Email: [Mdt177@psu.edu](mailto:Mdt177@psu.edu)

**Cultural Awareness**

***Cynthia Sims***

Region 3

Workforce Education and Development  
Southern Illinois University Carbondale  
475 Clocktower Drive  
Carbondale, Illinois 62901  
Bus: 618-453-3321  
Email: csims@siu.edu

**Legislative**

***George E. Rogers***

Region 3

Technology Teacher Education Program  
Purdue University  
401 North Grant Street  
West Lafayette, IN 47907-2021  
Bus: 765-494-1092  
Email: rogersg@purdue.edu

**Resolutions**

***Kara S. Harris***

Region 3

Indiana State University  
Technology Management  
Technology Center 302  
Bus: 812-237-9633  
Email: kharris28isugw.indstate.edu

**Membership**

***David Williams***

Region 3

Technology Engineering D D111 – Mail Code 6603  
Southern Illinois University Carbondale  
Carbondale, IL 62901  
Bus: 618-536-3396  
Email: dtw322@siu.edu

**Nominating**

***Jay Davis***

Region 3

Kokomo, Area Career Center  
2415 Berkley Road  
Kokomo, IN 46902  
Bus: 765-455-8021  
Email: jdavis@hkokomo.k12.in.us

**Research**

***Todd Kelley***

Region 3

Technology Teacher Education Program  
Purdue University  
401 North Grant Street  
West Lafayette, IN 47907-2021  
Bus: 765-496-2383  
Email: trkelley@purdue.edu

**Professional Development**

***Todd Kelley***

Region 3

Technology Teacher Education Program  
Purdue University  
401 North Grant Street  
West Lafayette, IN 47907-2021  
Bus: 765-496-2383  
Email: trkelley@purdue.edu

**New Ideas**

***Gayla Stoner***

Region 3

Office of the Associate Provost for Academic Affairs  
Anthony Hall, Rm. 13-Mail Code 4311  
Southern Illinois University  
Carbondale, IL 62901  
Bus: 618-453-7637  
Email: gstoner@siu.edu

**eTED Affillitate – NAITTE**

***Mary Jo Self – President***

Oklahoma State University  
Stillwater, OK

***George E. Rogers-President Elect***

Purdue University  
West Lafayette, IN

**eTED Affiliate – EPT**

***Jerry Olson – Executive Director***

Technology Building  
Bowling Green State University  
Bowling Green, OH 43403  
Bus: 419-372-0378  
Fax: 419-372-2800  
Email: jots@bgnet.bgsu.edu

## **ACTE GENERAL COMMITTEE REPRESENTATIVES**

The following eTED Members represent the Division on ACTE committees. All committee assignments are for three-year terms except for the Nominating Committee, which is for two years, January 1 through December 31.

### **Committee Name/Address Telephone**

#### **Operating Procedures**

##### ***Mark Threeton, 2009***

Pennsylvania State University  
Workforce Education and Development  
409-D Keller Building  
University Park, PA 16802  
Bus: 814-863-5361  
Email: Mdt177@psu.edu

#### **Cultural Awareness**

##### ***Cynthia Sims, 2010***

Workforce Education and Development  
Southern Illinois University Carbondale  
475 Clocktower Drive  
Carbondale, Illinois 62901  
Bus: 618-453-3321  
Email: csims@siu.edu

#### **Communications**

##### ***Paul Asunda, 2009***

Workforce Education and Development  
Southern Illinois University Carbondale  
475 Clocktower Drive  
Carbondale, Illinois 62901-4605  
Bus: 618-453-3321  
Email: pasunda@siu.edu

#### **Legislative**

##### ***George E. Rogers, 2011***

Technology Teacher Education Program  
Purdue University  
401 North Grant Street  
West Lafayette, IN 47907-2021  
Bus: 765-494-1092  
Email: rogersg@purdue.edu

**Public Information*****Paul Asunda, 2009***

Workforce Education and Development  
Southern Illinois University Carbondale  
475 Clocktower Drive  
Carbondale, Illinois 62901-4605  
Bus: 618-453-3321  
Email: pasunda@siu.edu

**Resolutions*****Kara S. Harris, 2011***

Indiana State University  
Technology Management  
Technology Center 302  
Bus: 812-237-9633  
Email: kharris28isugw.indstate.edu

**New Ideas*****Gayla Stoner, 2009***

Office of the Associate Provost for Academic Affairs  
Anthony Hall, Rm. 13-Mail Code 4311  
Southern Illinois University  
Carbondale, IL 62901  
Bus: 618-453-7637  
Email: gstoner@siu.edu

**Professional Development*****Todd Kelley, 2009***

Technology Teacher Education Program  
Purdue University  
401 North Grant Street  
West Lafayette, IN 47907-2021  
Bus: 765-496-2383  
Email: trkelley@purdue.edu

**Membership*****David Williams, 2010***

Technology  
Engineering D D111 – Mail Code 6603  
Southern Illinois University Carbondale  
Carbondale, IL 62901  
Bus: 618-536-3396  
Email: dtw322@siu.edu

**ENGINEERING and TECHNOLOGY EDUCATION DIVISION OF ACTE (formerly AVA) eTED President, ACTE Vice President (+ Deceased)**

**1954-1957**

Joseph J. Carrel +  
Purdue University

**1957-1960**

Shriver L. Coover +  
California University of Pennsylvania

**1960-1963**

John A. Jarvis +  
University of Wisconsin-Stout

**1963-1966**

William R. Mason +  
Bermuda Run Box 566

**1966-1969**

G. Harold Silvius +  
Wayne State University

**1969-1972**

Rutherford E. Lockette +  
University of Pittsburgh

**1972-1975**

Ernest L. Minelli  
Central Michigan University

**1975-1978**

Richard C. Erikson  
University of Missouri-Columbia

**1978-1981**

Ralph V. Steeb Florida  
Department of Education

**1981-1984**

Michael J. Dyrenfurth  
University of Missouri-Columbia

**1984-1987**

Niel A. Edmunds  
University of Nebraska

**1987-1990**

Thomas L. Erekson  
Bowling Green State University

**1990-1993**

Douglas E. Hammer  
University of Alaska-Anchorage

**1993-1996**

Lowell D. Anderson  
Indiana State University

**1996-1999**

William D. (Bill) Snelson  
Putnam City "Original" High School

**1999-2002**

Joseph Burke, Jr.  
Chrisman High School

**2002-2005**

Joseph A. Scarcella  
California State University

**2005-2008**

George Rogers  
Purdue University

**2008-2011**

Bob Putnam  
Southern Illinois University

## **STANDING AND AD-HOC COMMITTEE MAKEUP/MEMBERSHIP**

1. Members of the eTED of the ACTE may serve on Division committees.
2. Standing and Ad-Hoc Committee Chairs are selected by the Policy Committee and appointed by the Chair of the Policy Committee.
3. Committee chairs are responsible for maintaining a committee roster of their committee that should consist of a minimum of one member from each of the five ACTE regions. Committee membership should have staggered appointments for continuity.
4. All divisional committee appointments should be made for three years except in cases where they are in conflict with ACTE operating procedures.

## **ACTE REGIONS**

**Region 1:** Connecticut, Delaware, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia, and District of Columbia

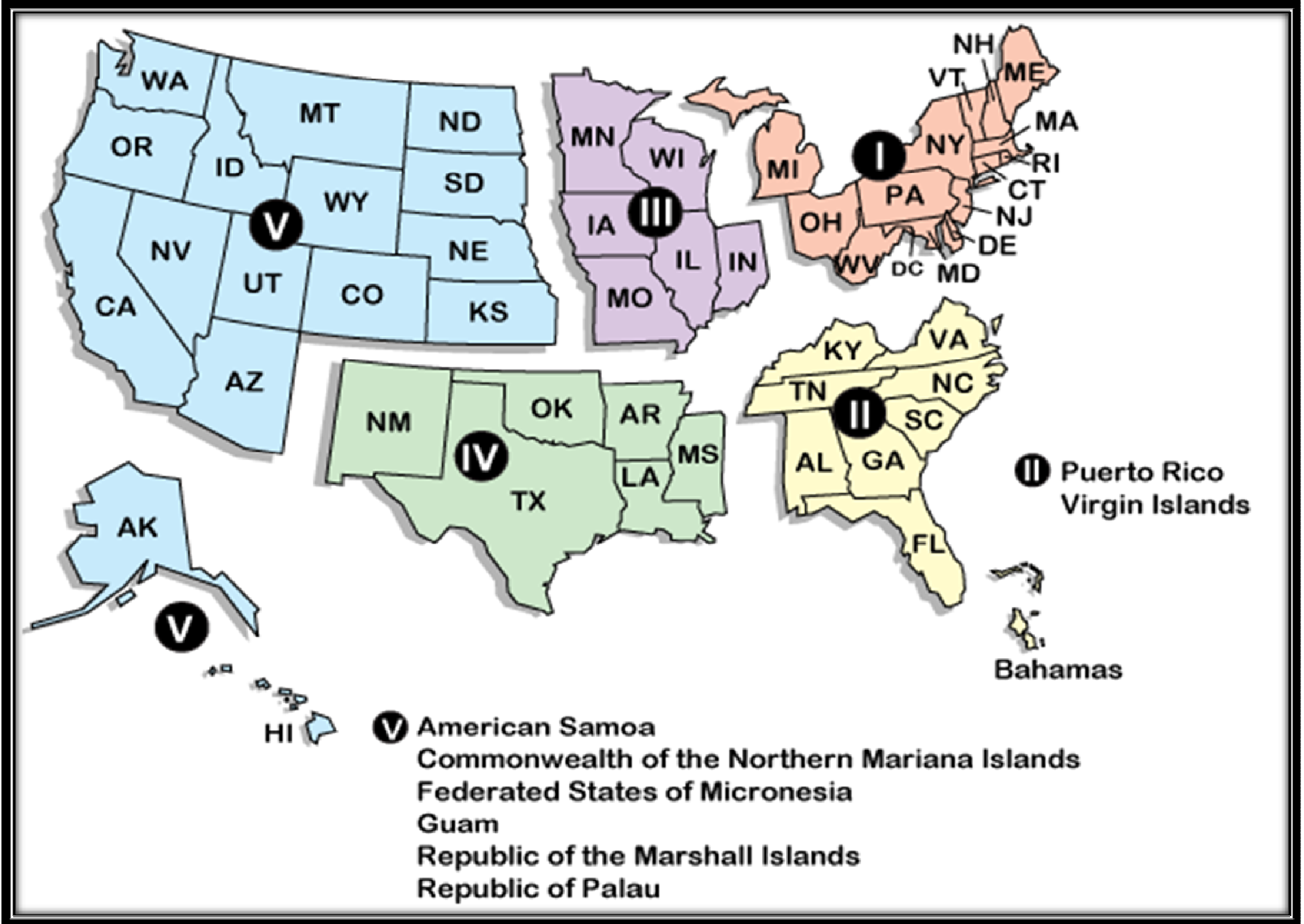
**Region 2:** Alabama, Florida, Georgia, North Carolina, South Carolina, Virginia, Puerto Rico, Virgin Islands, Kentucky, and Tennessee

**Region 3:** Illinois, Indiana, Iowa, Missouri, Minnesota, and Wisconsin

**Region 4:** Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, and Texas

**Region 5:** Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and Guam





## **CHAIRS OF DIVISION STANDING AND AD-HOC COMMITTEES**

### **Responsibilities**

The following responsibilities should be completed annually by each Standing and Ad-Hoc Committee Chair.

#### **1. FY Priorities**

- a. Prepare and implement specific tasks that will ensure the attainment of all committee goals outlined in this handbook.
- b. Communicate on a regular basis with all committee members and involve them wherever possible in achieving committee goals by assigning them specific tasks and assignments.
- c. Copies of correspondence of committee chairs concerning major items should be sent to the Vice-President and Policy Committee Chair.

#### **2. Annual Report for ACTE Convention**

- a. Prepare an annual report of all committee activities during the past working year. SEE APPENDIX B FOR FORMAT
- b. Submit 25 copies of the report to the eTED Policy Committee Chair at the first convention Policy Committee session. In addition, five copies should be sent directly to the Division Vice-President 21 days prior to the convention.
- c. Present report to the Policy Committee at the ACTE Convention.
- d. Present highlights of the report to the general membership at the annual Division Business Meeting.

#### **3. FY Planning (July 1 to June 30)**

Complete the planning form for the FY in cooperation with the committee members. SEE APPENDIX C FOR FORMAT

This includes:

- a. An update of the recommended and/or anticipated goals and tasks for the coming fiscal year.
- b. An update of the committee roster to include a minimum of one eligible member from each region. To be eligible, a person must be a current member of the Engineering and Technology Education Division.
- c. A budget request for all committee activities.

#### **4. Represent Committee at all Convention eTED Policy Committee Meetings**

- a. The Policy Committee will be in session a minimum of two times during the ACTE Convention.
- b. Chairs who also represent the Division on ACTE general or ad-hoc committees should plan their schedules to enable them to attend those sessions.

#### **5. Formally Meet with Respective Committee at the ACTE Convention**

- a. Committee chairs will be provided with specific dates, times and locations of all committee meetings. This information should be forwarded to committee members in ample time for them to make arrangements to attend the convention.
- b. Prepare an agenda for committee meetings which includes:
  - (1) A review of committee goals.
  - (2) Completion of all priority tasks.
  - (3) Completion of coming FY planning forms.

#### **6. Newsletter Assignment**

- a. Prepare a one-paragraph summary (approximately 100 words) of major committee activities and accomplishments and send it to the Chair or the Editorial and Publications Committee prior to September 1. This information will appear in future eTED and/or ACTE publications.

# Awards

## AWARDS COMMITTEE

This committee has the responsibility to identify and recognize exemplary programs and contributions to technology education at all levels.

Chair: **Robert Howell**

1. Identify an awards committee member from Regions 1, 2, and 5 to be appointed for a three year term.
2. Coordinate the Outstanding Technology Program award program. Recipient receives plaques and framed certificates. This will require a much greater awareness of the award, to be coordinated through the regional committee members. They in turn will contact state Technology Education Directors who will begin the process of nomination within their states. Nomination forms are on the eTED website.
3. Coordinate with the Research Committee to provide an award for Outstanding Research recipients. To receive a certificate, plaque, and monetary award. Runner up to receive certificate.
4. Coordinate the other awards as appropriate and prepare certificates and plaques for the awardees:
  - Elected officers (outgoing)
  - Distinguished service (retired)
  - Committee Chairs (outgoing)
  - Membership
  - Service

## AWARDS COMMITTEE ROSTER

**Region**  
**Name/Address**  
**Telephone**

### **Awards**

#### ***Robert Howell***

Technology Studies  
Fort Hayes State University  
187-B Davis Hall  
Hayes, KS 67601-4009  
Bus: 785-628-4306  
Email: bhowell@fhsu.edu

Region 4

#### ***John Legier***

Southern Illinois University Carbondale  
Workforce Education and Development  
Mailcode 4605  
Carbondale, IL 62901  
Bus: 618-453-3321  
Fax: 618-453-1909  
Email: jlegier@siu.edu

Region 3

#### ***K. Virginia Hemby, PhD.***

Indiana University of Pennsylvania  
Technology Support and Training  
Eberly College of Business and Information  
Technology  
606 Pratt Drive  
Indiana, Pennsylvania 15705-1087  
Bus: 724-357-5737  
Email: vhemby@grove.iup.edu

Region 3

#### ***Phillip Brown***

Math, Science and Technology Coordinator  
Dalton Public Schools  
Dalton, GA 30720  
Bus: 706-271-2311  
Email: pbrown@dalton.k12.ga.us

Region 2

## ANNUAL AWARDS

### I. CERTIFICATES

#### A. Certificate of Appreciation

- 1) Elected Officers (Completing term June, 30, conference year)
- 2) It is the policy of the eTED to recognize its retiring vice-president, Chair of the eTED Policy Committee and its Secretary at the time of the last national convention at which they will preside. Certificates will be prepared by the Awards Committee. The Vice President receives a plaque and certificate.
- 3) Committee Chairs (Ending terms of office June 30, conference year) It is the policy of the eTED to recognize its retiring committee chairs at the time of the last national convention at which they will preside. Certificates will be prepared by the Awards Committee.
- 4) Leadership Award (Non-Officer) (1 or 2) **DO NOT ANNOUNCE** until Business Meeting at National Convention.
- 5) It is the policy of the eTED to recognize one or two leaders for outstanding contributions made in a non-officer capacity. Selection is made by means of nominating ballot sent (by the awards committee) to the eTED Policy Committee, ex-officio members of eTED Policy Committee, technology education representatives on ACTE general committees and the Chair of the eTED committees. The names of the three receiving the most nominations are placed on a final ballot sent to the same group. No prior announcement of results is made until the business meeting at the annual convention.
- 6) Distinguished Leadership Award/Retired: **NOTIFY IN ADVANCE.**  
It is the policy of the eTED to recognize one or two leaders for outstanding contributions made in a non-officer capacity. Selection is made by means of nominating ballot sent (by the awards committee) to the eTED Policy Committee, ex officio members of eTED Policy Committee, technology education representatives on ACTE general committees and the Chairs of the eTED committees. The names of the three receiving the most nominations are placed on a final ballot sent to the same group. This award should be announced to the recipient in advance, due to the likelihood of them not ordinarily being present without notification.

## **B. Service Award (Executive award for "good of cause" activities)**

Policy revised in 1992. Selection is made by means of nominating ballot sent (by the awards committee) to the eTED Policy Committee. The names of the three receiving the most nominations are placed on a final ballot sent to members of the Policy Committee. The Awards Committee will tally the results and prepare the certificates.

## **C. Research Symposium Certificates**

It is the recommendation of the Research Committee that a certificate be presented to each presenter selected for the Research Symposium, if such is included in the convention program. Recipients will be selected by the Research Committee and reported to the Awards Committee for preparation of the certificates.

## **D. Membership Contribution Certificates**

This category recognizes individuals who make outstanding contributions to membership activity. Certificates will be presented to individuals for their work in achieving membership goals. The recipient(s) will be identified by the Membership Committee and the name(s) provided to the Awards Committee for preparation of the certificate(s).

## **II. PLAQUES**

### **A. Research Awards**

- 1) Outstanding Research Plaque and Cash Award. It is the policy of the eTED to recognize the top two non-funded outstanding papers at the professional level related to the elementary school, high school and/or university level. In addition, one overall top paper will be recognized with a plaque and monetary award. The Research Committee will identify the recipient of this award and furnish the name to the Awards Committee for preparation of the plaque(s). The monetary award of \$250 will be provided by the Research Committee. In case of multiple winners, the amount will be divided equally. This award should be presented by the Research Committee Chair or his/her designee at the symposium.

Research Committee reviews final papers Sept. 15th. Finalist selected October 20th.

2) *Outstanding Program Awards of States*

It is the policy of the eTED (approved in 1992) to recognize one award at each level (middle school, high school, university) from each state. Specifications for these awards are attached. Applications are taken anytime and are available on the ACTE website. Nominations will be received in **April**, (prior to conference pertaining to) screened, and approved by members of the Awards Committee, and each winner will be submitted to the state supervisor for ratification. Awards will be announced to the winners no later than **May 1st** to allow arrangements to be made to be present at the awards presentation at the national convention in December. The Awards Committee will prepare a plaque for each recipient.

- 3) Conference chair, outgoing eTED-ACTE VP and Policy Committee Chair receive a plaque and certificate.

### III. OTHER AWARDS

- A. Professional Leadership within eTED: Certificate to be presented to the eTED, and nomination made to the ACTE General Awards Committee. **NOTE: This award requires a formal application on a form available from ACTE. It requires supporting documentation (i.e., a number of letters of recommendation) and must be received by the ACTE General Awards Committee no later than May 1 of the year in which the award is to be presented at the national conference.**

#### Time Lines for Awards Committee

The following are recommended time lines for timely completion of committee responsibilities:

**January:** Solicit notice of Outstanding Technology Education Award applications to appear in March Issue of Techniques. Send to eTED members via eTED mailserv.

**February:** Send notice of Outstanding Technology Education Program Award nominations to State Supervisors, and/or State Vocational Directors via eTED supervisor and their e-mail group.

**April:** Complete and forward eTED's nomination (if any) for ACTE Outstanding Service Award to ACTE General Awards Committee no later than May 1.

**April 1:** Receive and screen by members of the Awards Committee, applications for the Outstanding Technology Education Program Awards. Verify appropriateness of the award with state supervisors of winning programs. Send letters of notification to winners of program awards and to their state supervisors, with request for travel support for the winners.

Deadline for Outstanding Program Award applications.

**July:** Request stationery for ACTE/eTED from Chair of Policy Committee  
September: Send requests to all members of ACTE/eTED Policy Committee, ex-officio members of that committee, and eTED committee chairs for nominations for the following awards:

**Sept. 15:** Distinguished Leadership Award (Retired)  
Leadership Award (Non-officer)  
Send requests for "Good-of-the-Cause" Service Award to members of the eTED Policy Committee.

**October:** Send ballots for awards listed in September to appropriate personnel; tally ballots; send Vice President and Policy Committee Chair copy of the results. Prepare certificates and send to Vice-President for signatures. Order certificate frames.

**November:** Prepare plaques. Contact Conference Program Chair to verify conference schedule of presentations for all awards (opening general session and business session for eTED).

**December:** Present Awards Committee report at ACTE committee chairs meeting and at conference business meeting.

Assist as required in presentation of certificates and plaques. (See attached worksheet).

Provide news release with plaques and certificates for Outstanding Technology Education Program Awards. Send copy of news release to state supervisors of outstanding programs soliciting help with publicity.

## PRIOR RECIPIENTS of AWARDS

YEAR	LEADERSHIP AWARD (Non-Officer)	SERVICE AWARD
1965	John A. Jarvis Wesley Kethcham	Rutherford E. Lockette
1966	Rutherford E. Lockette Ernest L. Minelli	Ralph C. Bohn Pat Attenberry
1967	Ralph C. Bohn	Estell H. Curry
1968	Walter C. Brown Gardner Boyd	W.R. Miller
1969	Walter E. Burdette	Ernest L. Minelli
1970	Frederick D. Kagy	Joseph J. Carrel
1971	Leslie H. Cochran Gordon Funk	Herbert Siegel
1972	E. Robert Rudiger	Leslie H. Cochran
1973	Robert M. Worthington	James E. Good
1974	James E. Good	James L. Boone Jr B. Gordon Funk Raymond S. Ginn Jr.
1975	Ralph V. Steeb	L. Allen Phelps
1976	Carl R. Wallis	Frederick D. Kagy
1977	L. Allen Phelps	Lee D. Carter Willis E. Ray
1978	Richard C. Erickson	Lawrence S. Wright
1979	James L. Boone Jr.	William A. Dennis
1980	James F. Fales	Donald Maley
1981	Richard J. Vasek	Ralph V. Steeb
1982	Ervin A. Dennis	Carl R. Wallis
1983	Jerry D. Drennan	Michael J. Dyrenfurth
1984	William E. Dugger, Jr.	Orville W. Nelson
1985	M. James Bensen	Niel A. Edmunds
1986	Michael J. Dyrefurth	James E. Good
1987	Wiley G. Hartzog Jr.	William E. Dugger
1988	Daniel L. Householder	Samuel Powell
1989	Neil A. Edmunds	Robert C. Wicklein
1990	William D. Wargo	Thomas A Hughes Jr.

<b>YEAR</b>	<b>LEADERSHIP AWARD (Non-Officer)</b>	<b>SERVICE AWARD</b>
1991	Glen E. "Gus" Baker	Thomas L. Ereksion
1992	Rosanne T. White	Roger Stacey
1993	A. R. (Bob) Putnam	Ervin A. Dennis
1994	Joseph W. Burke Jr.	Donovan P. Bowers
1995	Glenn A. Edmison Ervin A. Dennis	Lowell D. Anderson
1996	Thomas Ereksion	Rodney Custer
1997	Ronald Gonzales Roger Schaefer	A.R. (Bob) Putnam Joe Scarcella
1998	Joe Scarcella	Charles D. Johnson
1999	William Wargo Charles Johnson	Rosanne T. White
2000	Craig Haugsness	Ronald Gonzales Rosanne T. White
2001	Douglas E. Hammer Michael D. Wright Rosanne T. White	Thomas P. Bell Patrick Foster Charles T. Johnson George E. Rogers Fred P. Ruda
2002	Joseph W. Burke Jr.	Doug Hammer Craig A. Haugsness
2003	Thomas Bell	Ethan Lipton Joe Scarcella
2004	(NONE GIVEN)	Charles Johnson Dominick Fazarro
2005	(NONE GIVEN)	(NONE GIVEN)
2006	Van Hughes	A. R. (Bob) Putnam
2007	(NONE GIVEN)	Dominick Fazarro

**PRIOR RECIPIENTS of AWARDS (continued)**

**Distinguished Leadership Award (Retired)**

**1980**

G. Harold Silvius

**1981**

Carl R. Willis

**1982**

Willis E. Ray

**1983**

Rupert N. Evans

**1984**

Raymond S. Ginn, Jr.

**1985**

William A. Bakamis

**1986**

Ralph V. Steeb

**1987**

James L. Boone, Jr.

**1988**

Donald Maley

**1989**

Irvin T. Lathrop

**1990**

James E. Good

**1991**

Samuel Powell

**1992**

Thomas A. Hughes, Jr.

**1993**

W. A. Mayfield

**1994**

Neil A. Edmunds

**1995**

(None Given)

**1996**

Richard Erickson

**1997**

Lee D. Carter

**1998**

Ervin A. Dennis

**1999**

Roger Schaefer

**2000**

Ervin A. Dennis; William E. Dugger, Jr.

**2001**

Jerry D. Drennan; Loren Martin

**2002**

Jerry D. Drennan

**2003**

Joeseeph W. Burke Jr.

**2004**

Joe Burke

**2005**

(None Given)

**2006**

Ron Gonzales

**2007**

Jerry Olsen

**PRIOR RECIPIENTS of AWARDS  
Research Award**

**1989**

A.R. "Bob" Putnam  
Indiana State University

**2001**

Henry O'Lawrence  
California State University Long Beach

**2002**

Terri E. Varnado  
Virginia Tech

**2003**

Jared Barrett  
Brigham Young University

**2004**

Donald Scott  
Central Missouri

**2005**

Cecilia Maldonado  
University of Nevada at Las Vegas

**2006**

Phoebe Lenear  
Southern Illinois University Carbondale

**2007**

Brad A. Henry  
Ohio State University

**2008**

Todd Kelley  
Purdue University

## **Outstanding Technology Education Program Recipients**

**1999**

W.C. Pryor Middle School, Ft. Walton Beach, Florida

**2000**

American Fork Junior High School, Utah; Woodward Middle School, Woodward Oklahoma; Helena Middle School, Helena, Montana; Barbara Goleman Senior High School, Miami, Florida; Anadarko Public Schools, Anadarko, Oklahoma

**2001**

Amos P. Godby High School, Tallahassee, Florida; Indiantown Middle School, Indiantown, Florida; Shattuck High School, Shattuck, Oklahoma; Will Rogers Middle School, Miami, Oklahoma

**2002**

Northside High School  
Engineering Academy  
Lafayette, Louisiana  
Diane Spikes, Technology Education Teacher

**2003**

(None Given)

**2004**

Purdue University, West Lafayette, IN  
Haile Middle School, Florida

**2005**

Northern Iowa University  
Cedar Falls, IA

**2006**

Purdue University, West Lafayette, IN  
Johnson High School

**2007**

Purdue University, West Lafayette, IN

**2008**

Purdue University, West Lafayette, IN

# Operating Procedures

## **OPERATING PROCEDURES COMMITTEE**

### ***Goals***

1. To formulate a committee with experience related to eTED's operating policies (possibly former policy committee members).
2. To clarify the policies wherever needed in the handbook.
3. To act as the eTED's voice on the ACTE Bylaws Committee.
4. To aid in the continual updating of the eTED's structure.
5. To identify and revise any discrepancies in the Handbook of Operating Policies for eTED (i.e., make the handbook more usable by committee chairs).

### ***On-Going Activities/Tasks***

1. Review bylaws of the eTED to ensure that they conform to the general ACTE bylaws.
2. Survey eTED Policy Committee members regarding proposed changes in the ACTE general bylaws or the eTED bylaws.
3. Review, edit and make recommendations concerning bylaws as they relate to the eTED.
4. Ensure that all proposed amendments are in accordance with the rules in Article X of the ACTE bylaws.
5. Provide representation and leadership on general ACTE Bylaws Committee.
6. Serve as the parliamentarian during the annual eTED Policy Committee and Business meetings.
7. (Proposed by-laws change) Create the position of eTED Vice President-Elect which would be a one year term prior to assuming the position on the ACTE Board of Directors. This position would work with the eTED Committees for Bylaws, Legislative and ad hoc committees.
8. (Handbook Change) Add to the appendix of the eTED Handbook an example of the Agenda Formats for the Policy Committee and Business Meetings.

**OPERATING PROCEDURES COMMITTEE  
ROSTER**

**Region**  
**Name/Address**  
**Term/Telephone**  
**Chair:**

***Mark Threeton***  
Pennsylvania State University  
Workforce Education and Development  
409-D Keller Bldg.  
University Park, PA 16802  
Bus: 814-863-5361  
Email: mat177@psu.edu

Region 1

# Cultural Awareness

## **DIVERSITY COMMITTEE**

### **Goals:**

1. Fill eTED Diversity Committee vacancies and, as possible, obtain representation from classroom teachers.
2. Establish communication with the Special Needs division of ACTE and as possible, work together to accomplish common goals.
3. Distribute a flyer aimed at recruitment of interested parties.
4. Bring ethnic and racially diverse representatives into the eTED, and encourage these persons to become active participants in the operation of the eTED.

## DIVERSITY COMMITTEE ROSTER

**Region**  
**Name/Address**  
**Term/Telephone**  
**Chair:**

**Cynthia Sims**

Region 3

Workforce Education and Development  
Pulliam Hall 217d - Mail Code 4605  
Southern Illinois University Carbondale  
475 Clocktower Drive  
Carbondale, Illinois 62901  
2008  
Bus: 618-453-3321; Fax: 618-453-1909  
Email: csims@siu.edu

**Dominick E. Fazarro**

Region 4

Sam Houston State University  
Department of Agricultural and Industrial Sciences  
PO Box 2088  
Huntsville, TX 77341-2088  
Bus: 936-689-7695  
Email: defoo3@shsu.edu or dfazarro@gmail.com

# Editorial and Publication

## **EDITORIAL AND PUBLICATIONS COMMITTEE**

The Editorial and Publications Committee is the communications arm of the eTED. The members of this committee perform the following tasks to facilitate communication among eTED members and the technology education discipline.

1. Encourage members of the eTED to submit manuscripts to the TECHNIQUES in order to enhance the visibility of the eTED.
2. Create (camera ready) brochure to recruit adults into Engineering and Technology Teacher Education.
3. Publish and disseminate two issues of eTED Newsletter.

## **EDITORIAL AND PUBLICATIONS COMMITTEE ROSTER**

**Region**  
**Name/Address**  
**Telephone**  
**Chair**

***Jay Davis***  
Kokomo, Area Career Center  
2415 Berkley Road  
Kokomo, IN 46902  
Bus: 765-455-8021  
Email: [jdavis@hkokomo.k12.in.us](mailto:jdavis@hkokomo.k12.in.us)

Region 3

# Legislative and Resolutions

## **LEGISLATIVE & RESOLUTIONS COMMITTEE**

### **Goals:**

1. Solicit committee members from Regions 1, 2, 4 and 5.
2. Solicit committee members from any region that has interest.
3. Expand membership of the ACTE “Legislative Hotline”.
4. Share legislative data with ACTE/eTED members.
5. Expand use of E-mail communication.

## LEGISLATIVE & RESOLUTIONS COMMITTEE ROSTER

**Region**

**Name/Address**

**Term/Telephone**

**Chair:**

***George E. Rogers***

Region 3

Technology Teacher Education Program

Purdue University

401 North Grant Street

West Lafayette, IN 47907-2021

Bus: 765-494-1092

Email: rogersg@purdue.edu

# Membership

## **MEMBERSHIP COMMITTEE**

### **Goals:**

1. Develop strategies to increase membership of eTED/ACTE each year.
2. Coordinate divisional membership activities and efforts with the national membership activities of the association.
3. Develop and distribute eTED membership literature as needed.
4. Identify, for the Awards Committee, members who have made major contributions in promoting membership in eTED/ACTE.
5. Encourage student membership at the secondary/post secondary level in ACTE.
6. Work with all the eTED/ACTE committees as needed to assist in promoting membership in ACTE.
7. Work to get a broader sampling of committee members on the membership committee.

## MEMBERSHIP COMMITTEE ROSTER

**Region**  
**Name/Address**  
**Term/Telephone**  
**Chair**

### **Membership**

***David Williams***

Region 3

Technology Engineering D D111 – Mail Code 6603  
Southern Illinois University Carbondale  
Carbondale, IL 62901  
Bus: 618-536-3396  
Email: dtw322@siu.edu

# Nominating

## **NOMINATING COMMITTEE**

### **Goals:**

1. To receive and process nominations for ACTE/eTED Elementary/Secondary Representative.
2. To receive and process nominations fro ACTE/eTED Teacher Education Representative.
3. To assist with the ACTE/eTED election process for the two above offices at the annual eTED Business meeting.
4. To recommend, if necessary, a bylaw change pertaining to nominations, qualifications, elections, officers, and/or other matters relating to the nominating process.
5. To receive and process nominations for the office of ACTE/ eTED President Elect.
6. To receive and process nominations for the office of eTED Policy Committee Chair.

### **Special Tasks Essential to Achieving Committee Goals**

1. Notify members of the committee regarding the place and time of its meetings at the annual convention.
2. Develop written criteria for evaluating qualifications of potential nominees.
3. Select nominees in accordance with the bylaws for the eTED and criteria established by the committee.
4. Notify nominees that they are being nominated, solicit approvals and invite them to attend the annual business meeting of the Division.
5. Present, during the Division's business meeting, at least two nominees for each eTED office to be filled.
6. Notify candidates of the outcome of the election.
7. Follow ACTE bylaws in selecting candidates for Vice President for the eTED of ACTE.

## **Criteria to be Used as a Basis for Evaluating the Qualifications of Potential Nominees**

1. Must be a member of the eTED.
2. Must have held membership for a period of three years with the Division.
3. Must have been an active member of the Division, shown a keen interest in engineering and technology education and exhibited a willingness to promote the Division.
4. Must have served on at least one Division or ACTE committee or assisted in the work of the Division.

## NOMINATING COMMITTEE ROSTER

**Region**  
**Name/Address**  
**Term/Telephone**  
**Chair:**

***Jay Davis***

Kokomo, Area Career Center  
2415 Berkley Road  
Kokomo, IN 46902  
Bus: 765-455-8021  
Email: [jdavis@hkokomo.k12.in.us](mailto:jdavis@hkokomo.k12.in.us)

Region 3

***Joe Berthelsen***

Prairie Star Middle School  
14201 Mission Road  
Leawood, KS 66224-9718  
June 30, 2007  
Bus: 913-239-5000  
Fax: 913-685-7620  
Email: [jberthelsen@bv229.k12.ks.us](mailto:jberthelsen@bv229.k12.ks.us)

Region 5

# Research

## **RESEARCH COMMITTEE**

### **Goals**

1. To promote the dissemination of engineering and technology education related research results.
  - 1.1 To solicit and identify research projects
  - 1.2 To evaluate research abstracts and identify two research finalists who will present their research at ACTE convention.
  - 1.3 To evaluate completed research papers from the research finalists and identify the outstanding research for the calendar year.
  - 1.4 To arrange for presentations of research results at the ACTE convention through the establishment of an annual joint eTED/NAITTE Research symposium.
2. To establish an active Research Committee membership
  - 2.1 To develop/identify research committee membership criteria.
  - 2.2 To identify potential members
  - 2.3 To contact and obtain commitment of time and effort from existing and new research committee members.
  - 2.4 To develop job roles/tasks for research committee members.
  - 2.5 To develop research committee communication network.
  - 2.6 To maintain a diverse range of professionals as members on the research committee.

## RESEARCH COMMITTEE ROSTER

**Region**  
**Name/Address**  
**Term/Telephone**  
**Chair:**

**Research**  
***Todd Kelley***  
Technology Teacher Education Program  
Purdue University  
401 North Grant Street  
West Lafayette, IN 47907-2021  
Bus: 765-496-2383  
Email: trkelley@purdue.edu

Region 3

# Liaison

## **eTED/NAITTE/EPT/LIAISON COMMITTEE**

### **Composition**

1. International Technology Education Association (ITEA) members include ITEA president, president-elect, past president and two members selected at large from the membership by the ITEA President with Executive Board approval.
2. eTED/ACTE members are the eTED vice-president, Chair of the eTED Policy Committee, the eTED Secretary and the elected representatives on the policy committee.
3. Two members selected by the EEA/SHIP.

### **Operating Procedures**

1. Meets biannually; the ITEA Conference and the ACTE Convention.
2. Reports to the ITEA President-Elect and the eTED Policy Committee Chair according to the procedures of each organization.
3. Chaired by the ITEA president when held at the ACTE Convention and by the eTED Vice President when held at the ITEA Conference.
4. At large members are appointed for three-year terms staggered so that only one from each organization rotates off in a given year. At large members may be reappointed for a second term.
5. Correspondence between the chair and the officers of the two organizations will be maintained throughout the year as potential items of concern to the Liaison Committee occur. The chair will then communicate to other committee members those concerns deemed as matters for attention.
6. The committee chair will establish an agenda for the annual meeting at each conference/convention and communicate the agenda to the committee members prior to each conference/convention.

### **General Duties**

1. Explore and discuss areas of mutual interest to the ITEA, eTED/ACTE and EEA/SHIP.
2. Make recommendations to each organization for joint action to benefit technology education.

3. Promote and insure communication between the two educational professional organizations and the EEA-SHIP.
4. Suggest possible joint ventures for the three groups to pursue.
5. Prepare and submit a report to each professional organization at its respective annual meeting.

## eTED/ACTE – ITEA/LIAISON COMMITTEE ROSTER

### eTED Representatives

#### Chair:

#### ***Alvin “Bob” Putnam***

Region 3

Department of Workforce Development  
Southern Illinois University  
475 Clocktower Drive  
Carbondale, IL 62901-4605  
Bus: 618-453-1935  
Email: bputnam@siu.edu

#### ***Luke J. Steinke***

Region 3

Eastern Illinois University  
600 Lincoln Ave  
Charleston, IL 61920  
Bus: 217-581-6271  
Email: lsteinke@eiu.edu

#### ***Dominick E. Fazarro***

Region 4

Sam Houston State University  
Department of Agricultural and Industrial Sciences  
PO Box 2088  
Huntsville, TX 77341-2088  
Bus: 936-689-7695  
Email: defoo3@shsu.edu or dfazarro@gmail.com

#### ***Gayla Stoner***

Region 3

Provost and Vice Chancellor Area - Academic Affairs  
Southern Illinois University  
Anthony Hall, Rm. 13-Mail Code 4311  
Carbondale, IL 62901  
Bus: 618-453-7637  
Email: gstoner@siu.edu

#### ***Mark Threeton***

Region 1

Pennsylvania State University  
Workforce Education and Development  
409-D Keller Building  
University Park, PA 16802  
Bus: 814-863-5361  
Email: Mdt177@psu.edu

## **ITEA Representatives**

### **Liaison Co-Chair**

President – **Len Lenowitz**  
Wisconsin

President Elect – **Andy Stephenson**  
Lexington, KY

### **NAITTE Representative**

***President-Mary Jo Self***  
Oklahoma State University  
Stillwater, OK

***President Elect-George E. Rogers***  
Purdue University  
West Lafayette, IN

### **EPT Representative**

***Jerry Olson***  
Technology Building  
Bowling Green State University  
Bowling Green, OH 43403  
Bus: 419-372-0378  
Fax: 419-372-2800  
Email: [jots@bgnet.bgsu.edu](mailto:jots@bgnet.bgsu.edu)

# Elected Representatives

**ELEMENTARY & SECONDARY REPRESENTATIVE,**

**Mark Threeton**

Committee Coordination: Diversity  
Student Organizations

***Goals: Engineering and Technology Education- - Elementary/Secondary***

1. Stronger working relationship between
  - Technology education instructors and trade and industry instructors collaboration at secondary level
  - Technology instructors working closer with post-secondary instructors and teacher educators
  - Educating counselors and core staff members about Technology Education
  - Formation of additional Technology Student Association chapters
2. Career Awards
  - Add a Technology Education component in all curriculum models
  - Provide opportunities for job shadowing, internships, workplace skills, for all Technology Education staff
  - Integration of core skills within Technology Education curriculum

**SUPERVISOR'S REPRESENTATIVE,**

**Myra Pannell**

Committee Coordination: Legislative & Resolutions  
Public Information

***Goals:***

1. Serve as supervisor's representative on the eTED Policy Committee
2. Contact state and local supervisors and request input for suggestive programs for each annual conference. Follow through on appropriate recommendations to be included in next year's program.
3. Upon request, assist the Vice President and Chair of eTED Policy Committee in getting input from supervisors on key issues.
4. Follow up on results of survey from supervisors concerning specific activities throughout the nation they would like the eTED Policy Committee to promote and act on.
5. Provide liaison with the ITEA Council of Supervisors and cooperate on activities when beneficial to supervisors.

**TEACHER EDUCATION/POST SECONDARY REPRESENTATIVE,  
Dominick Fazarro**

Committee Coordination:    Research  
   Editorial & Publications

***Goals:***

1. Work with others in the division to develop teacher recruitment and certification strategies, with attention being given to post secondary articulation, as well as underrepresented and diverse populations.
2. Establish communication with members of ITEA via the eTED/ACTE-ITEA Liaison Committee and as possible work together to accomplish common goals related to teacher certification and recruitment.
  - a. Promote and maintain the eTED/ACTE Internet mailing list to determine its usefulness for the organization.
  - b. Plan conference presentations and/of publications related to Goals 1 and 2. Act as the eTED liaison for the Research Committee and the Editorial and Public Relations Committee.

## **PAST ACTE CONVENTIONS**

**Year Location**

**eTED Convention Chair**

**1987**

Las Vegas

Ronald F. Gonzales

**1988**

St. Louis

Stephen D. Coffman

**1989**

Orlando

William D. Wargo

**1990**

Cincinnati

Lowell D. Anderson

**1991**

Los Angeles

Richard J. Dahl

**1992**

St. Louis

Michael J. Dyrenfurth

**1993**

Nashville

Robert R. Hanson

**1994**

Dallas

La Verne Young-Hawkins

**1995**

Denver

Lee Carter

**1996**

Cincinnati

Thomas Erikson

**1997**

Las Vegas  
Ronald Gonzales

**1998**

New Orleans  
Ronald Gonzales

**1999**

Orlando  
Doug Wagner

**2000**

San Diego  
Joe Scarcella

**2001**

New Orleans  
Joe Scarcella

**2002**

Las Vegas  
Joe Scarcella

**2003**

Orlando Florida  
Charles Johnson

**2004**

Las Vegas, NV  
Charles Johnson

**2005**

Kansas City, MO  
George Rogers

**2006**

Atlanta, GA  
George Rogers

**2007**

Las Vegas, NV  
George Rogers

**2008**

Charlotte, NC  
Bob Putnam

## **FUTURE ACTE CONVENTIONS**

**Year**

**Location**

**Dates**

**2009**

Nashville, TN  
November 19-21

**2010**

Las Vegas, NV  
December 2-4

**2011**

St. Louis, MO

**2012**

Las Vegas, NV

# APPENDIX A

## Division Operation Procedures

# **OPERATION PROCEDURES for the ENGINEERING AND TECHNOLOGY EDUCATION DIVISION of the Association for Career and Technical Education**

**REVISED 1996**

## **I. General Purposes**

The general purposes of the Engineering and Technology Education Division of the Association for Career and Technical Education are:

- A. To develop high professional standards among the membership.
- B. To define the function and scope of the Engineering and Technology Education Division of the ACTE.
- C. To foster and promote the growth and development of engineering and technology education in the United States.
- D. To foster and promote the growth and development of engineering and technology education teachers, supervisors, and teacher educators.
- E. To foster, promote, and encourage professional development programs and activities for the varied interest groups within Engineering and Technology.

## **II. Membership**

Any member of the ACTE who is professionally engaged in or interested in promoting technology education shall be considered a member of the Engineering and Technology Education Division, upon acceptance by the ACTE of the member's official notification of affiliation with the Division. Individuals from the following classifications shall be considered eligible for voting and serving as officers, committee members, or members of the assembly of delegates:

- A. Affiliated members
- B. Direct members
- C. Life members (see ACTE Article III Membership)

### **III. Associated Divisional Organizations**

- A. Associated organizations may become affiliated with the Division as membership interest indicates; providing they meet the criteria as prescribed in the ACTE bylaws and the Operating Policies of the Board of Directors and are approved by a majority of the members present at the annual business meeting of the Division.
- B. Each associated divisional organization shall elect its own officers.
- C. Associated organizations affiliated with the Division are:

### **IV. Division Officers**

The division officers shall consist of the Vice President of the ACTE/President eTED, the Chair of the Policy Committee, and the Secretary of the Division.

#### **A. President**

- 1. Duties: It shall be the specific duties of the President to:
  - a. Represent the Division on the Board of Directors of the ACTE in accordance with the ACTE bylaws.
  - b. Be responsible for implementing the purposes of the Division and transmitting the actions taken at Division meetings to the ACT Board.
  - c. Preside at the Division conference planning meeting.
  - d. Perform other duties in line with the responsibility of the office in the growth and development of technology education.
  - e. Call meetings of the Policy Committee.
- 2. Term of Office: The President shall serve a term of three fiscal years. In the event of a vacancy, it will be filled according to the ACTE bylaws and the Operating Policies of the Board of Directors.

3. Qualifications: Only members who are active in and affiliated with the Engineering and Technology Education Division are eligible for nomination. The following guidelines are recommended in the selection of nominees.
  - a. Affiliated, Direct or Life Membership in the ACTE for a period of at least ten consecutive years.
  - b. As evidence of leadership and interest in the ACTE, a large percentage of those involved in technology education in his/her state should be members of the ACTE.
  - c. An in-depth understanding of career and technical education as well as engineering and technology education and a commitment to the ACTE and its entire program.
  - d. Able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional President.
  - e. Should have served on one or more ACTE committees through which he/she could have learned something of the general policies and activities of the ACTE and should have a good attendance record at annual meetings of the ACTE and have participated in the programs of his/her group.

#### B. President-Elect

1. Duties: The President-Elect shall perform such duties as directed by the President of the Technology Education Division.
2. Term of Office: The term of office will one year prior to assuming the duties of the President. In the event of a vacancy, it will be filled according to the ACTE Bylaws and Operating policies of the Board of Directors.
3. Qualifications: The qualifications for President-Elect are the same as for the President as per ACTE guidelines.

#### C. Policy Committee Chair

1. Duties: It shall be the specific duty of the Policy Committee Chair to:
  - a. Call and preside over all Policy Committee meetings and the Division business meeting during the annual convention.

- b. Coordinate the implementation of policies and programs within the Division.
  - c. Perform other duties in line with the responsibilities of the office necessary to the growth and development of engineering and technology education.
  - d. Annually revise and update the eTED policy handbook.
2. Term of Office: The Chair of the Engineering and Technology Education Policy Committee shall be elected during the same year as the Vice President and shall serve for a three-year term.

#### D. Secretary

1. Duties: It shall be the specific duty of the Secretary of the Division to:
  - a. Record the proceedings at all meetings of the Policy and Advisory Committees, Divisional Planning Committee, and the annual business meeting.
  - b. Prepare and disseminate copies of the minutes of the meetings (c-1-a) to all members of the Policy Committee within thirty days of the completion of the meeting.
  - c. Prepare and distribute to the members in attendance at the policy and annual business meetings, copies of the minutes of the previous year's meeting.
  - d. Perform other duties in line with the responsibility of the office in fostering the growth and development of engineering and technology education.
2. Term of Office: The Secretary of the Engineering and Technology Education Division shall be elected for a three-year term. His/her term of office shall begin with the second year of the term of the Chair of the Engineering and Technology Education Division Policy Committee.

## V. Committees

### A. Policy Committee

1. Purposes: It shall be the responsibility of the Policy Committee to implement operating policies and procedures as approved by the membership and otherwise provide the leadership to carry out the general aims of the Division.
2. Meetings: The Policy Committee shall hold an annual meeting at the time of the annual ACTE convention and scheduled meeting(s) to be called by the Vice President.
3. Membership: The membership of the Policy Committee shall consist of the following elected and ex-officio members:
  - a. Elected members:
    - Division Vice President
    - Division Policy Committee Chair
    - Division Policy Committee Secretary
    - Three members, each representing one of the following engineering and technology education interest groups:
      - elementary-secondary teachers
      - post-secondary, adult teachers and teacher education
      - supervisors
  - b. Ex-officio members:
    - Chairs of all Standing Committees
    - NAITTE representative
    - TSA representative
    - USDE representative
    - All living divisional past Vice Presidents
    - All divisional appointees to ACTE General Assembly
    - All divisional Ad-Hoc Committee Chairs

### B. Standing Committees

The Division shall establish and maintain the following standing committees:

1. Awards
2. Policy and Procedures
3. Cultural Awareness
4. Communications

5. Legislative & Resolutions
6. Liaison eTED/ITEA
7. Membership
8. Nominating
9. Research

The committee chair may represent eTED at the ACTE level for their committee or another member of the committee may do so.

### **C. Division Planning Committee**

The six elected members of the Policy Committee will serve as the Division Planning Committee and will function as a subcommittee of the Policy Committee. The committee members will serve to advise the Vice President in the affairs of the Division, and in general, assure that all current concerns in technology education are given appropriate attention by the Division. Its primary vehicles for implementing this last charge will be ACTE publications, divisional ad-hoc committees, ACTE bylaws and operation policies, and state and federal legislation.

### **D. Election of Officers and Policy Committee Members**

1. At least two nominations for each elective position shall be presented by the Nominating Committee. Additional nominations shall be entertained from the floor.
2. The Chair of the Nominating Committee of the Division shall present the report of the Nominating Committee at the regular annual business meeting of the Engineering and Technology Education Division.
3. A majority vote of the members of the Division present at the annual business meeting shall elect the officers and four interest group representatives, except the Vice President and the Vice President Elect who will be elected in accordance with ACTE bylaws.

### **E. Terms of Office of Policy Committee Members**

1. All elected members of the Policy Committee will serve for a period of three years. Terms for elected members, other than officers, will be on the basis established by the Division Planning Committee. Ex-officio members of the Policy Committee will serve terms that coincide with the term of the appointment that qualifies them for membership on the Policy Committee.

2. The Chair of the Engineering and Technology Education Policy Committee shall be elected during the same year as the Vice President and shall serve for a three-year term.
3. The Secretary of the Engineering and Technology Education Division shall be elected for a three-year term. The term of office shall begin with the second year of the term of the Chair of the Engineering and Technology Education Policy Committee.
4. A member may not serve more than one consecutive term. (A person appointed by the ACTE Board of Directors to fill an unexpired term may be elected to fill a three-year term.)
5. All ex-officio appointments submitted to the Board of Directors for approval must have the term of appointment identified.

#### **F. Voting Privileges**

All members of the Policy Committee will have the right to vote on all committee action.

#### **G. General and Divisional Committees**

1. General and Special ACTE Committees: Members of the Division may serve on general and special ACTE committees according to the provisions of the ACTE bylaws or policies of the Board of Directors.
2. Divisional Committees: Only members of the Division may serve on general or special committees of the Division. A member should not be appointed chair of more than one standing committee. Non members may serve as advisory members (nonvoting).
3. Appointment and Terms: Recommendations for committee appointments to ACTE committees and appointments to divisional committees shall be made by the Division Vice President upon consultation with the Division Policy Committee. All terms must be based on the ACTE fiscal year, as established by the Board of Directors' operating policies. Before any appointments are made to committees, there must be assurance from those being considered that they maintain an active membership status and those serving will make every effort to attend the ACTE conventions and called meetings while serving on committees.

4. Reports: An annual report of each divisional committee's work should be presented to the Division membership at the annual business meeting held at the time of the convention.
5. Additional Committees: Additional committees may be appointed by the Policy Committee as the need arises. The nature and purpose of all additional committees shall be approved by the Board of Directors.

## **VI. Process of Nomination and Election**

### **A. President**

When the Division becomes eligible to elect a new eTED President, the ACTE President will ask the presidents of each of the division organizations to submit nominations for consideration by his/her group. Nominations may be made from either the divisional organizations and/or any individual member of the Division. The Vice President, with the consent of the Policy Committee, will appoint a nominating committee which will receive and review all nominations, interview nominees and recommend two nominees at the annual business meeting. Additional nominations may be made from the floor during the business meeting of the Division providing each nominee has been interviewed by the Division Nominating Committee and is approved by a majority of the membership at the meeting.

### **B. ACTE President-Elect**

When a Division desires to submit a candidate for ACTE president-elect, the ACTE President will ask the president of each of the division organizations to submit nominations for consideration by his/her group. Nominations can be made from either the divisional organizations or any individual member of the Division. The Vice President, with the consent of the Policy Committee, will appoint a nominating committee which will review all nominations, interview all nominees and recommend nominees to the ACTE Nominating Committee.

### **C. All Other Division Elective Positions**

1. A Nominating Committee of not less than three members of the Engineering and Technology Education Division shall be appointed by the Vice President, subject to the approval of the Division Policy Committee.

2. The Nominating Committee shall receive all nominations, screen candidates, and submit at least two nominations to the membership for each elective position under consideration.
3. The Chair of the Nominating Committee of the Division shall present the report of the Nominating Committee at the regular annual business meeting of the Division.
4. Additional Nominations from the floor shall be entertained.
5. A majority vote of the members of the Division present at the annual business meeting shall be required in all divisional elections.

## **VII. Meetings**

During the annual ACTE Convention, the Division must hold at least one officially announced business meeting. Members of the Division present at this business meeting shall constitute a quorum.

## **VIII. Budgets**

Anticipated funds for proposed divisional activities for the coming fiscal year shall be submitted in writing to the Executive Director by the Vice President no later than April 1 prior to the fiscal year in which the funds are expected to be used. The request should include a description of the proposed activities which will be reviewed on the priority level, proposed objective, desirability and probability of achievement. Divisional committees anticipating funds for proposed activities for the coming fiscal year shall submit in writing to the Division Vice President a request together with a description of the proposed activity at the time of the annual convention prior to the fiscal year in which the funds will be used.

## **IX. Amendments**

These policies became operative upon approval by a majority vote of those present and voting at an official business meeting of the Technology Education Division at the 1976 ACTE Convention and by the Board of Directors. They may be amended by submitting the proposed revisions, in writing, sixty days prior to the annual ACTE Convention to the Vice President who, in turn, will notify within fifteen days the members of the Policy Committee and the presidents of the divisional organizations. Any such proposed revisions receiving the supporting majority vote of those attending and voting at the next business meeting of the Division during the ACTE Convention and approved by the Board of Directors of the ACTE shall be considered adopted and will become a part of the Operating Policies of the Division.

## **X. General ACTE Policy**

If any statements or policies included in this document are in conflict with the Articles of Incorporation, Bylaws or Operating Policies of the ACTE, such items are null and void.

NOTE: Copies of this statement are available at ACTE Headquarters office upon request.

# APPENDIX B

## Annual Report Forms

## **ANNUAL REPORT FORM**

All annual reports should contain the requested information, preferably in order.

Reports should be concise and relate to specific committee goals, tasks, and accomplishments.

Twenty five copies of the report should be submitted to the Policy Committee Chair at the first convention Policy Committee meeting. In addition, five copies each should be sent directly to the Division Vice President and Chair of the Policy Committee **prior to the convention. Please use these forms to facilitate handbook revision.**

**ENGINEERING AND TECHNOLOGY EDUCATION DIVISION  
Association for Career and Technical Education**

**FORMAT FOR ANNUAL REPORT**

**YEAR** \_\_\_\_\_

Committee:.....

Chair:.....

1. Committee Membership

**Region  
Name  
State  
Term Expiration**

- 1
- 2
- 3
- 4
- 5

- 2. Major Committee Goals
- 3. Committee Accomplishments, December to December
- 4. Tasks to be Completed from January 1 to June 30
- 5. Committee Recommendations Related to
  - a. Resolutions
  - b. Action or discussion topics for the Policy Committee

# APPENDIX C

## Division Forms

**ENGINEERING AND TECHNOLOGY EDUCATION DIVISION  
Association for Career and Technical Education**

**PLANNING FOR FY \_\_\_\_\_**

Committee:.....  
Chair:.....

The following information is needed to update the Committee Operational Handbook for the next fiscal year to ensure that all committees obtain the necessary support and financial backing from the Engineering and Technology Education Division:

1. An update of the recommended and/or anticipated goals and tasks (page 4-3).
2. An update of committee appointments
3. Budget request for committee activities

This information should be discussed with the committee members at the ACTE Convention during the Division committee work session.

Each chair should plan to review the highlights of the report at the Division business meeting which will be held during the ACTE Convention.

The final report consisting of 1, 2, and 3 should be submitted to the Policy Committee following the Division Committee work session.

**COMMITTEE GOALS/TASKS, FY \_\_\_\_\_**

Committee:.....

Chair:.....

List specific goals for the next fiscal year (July 1 to June 30)

Note: If any goals are the same as those listed for the last fiscal year, please note them.

GOAL 1:

.....  
.....  
.....

GOAL 2:

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.....  
.....

GOAL 3:

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GOAL 4:

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.....

GOAL 5:

.....  
.....  
.....

GOAL 6:

.....  
.....  
.....

**COMMITTEE APPOINTMENTS**  
**July 1 to June 30, FY \_\_\_\_\_**  
**ENGINEERING AND TECHNOLOGY EDUCATION DIVISION**  
**Association for Career and Technical Education**

Committee:.....  
Chair:.....  
Address:.....  
.....

Bus. Ph.: ..... Hm. Ph.: .....  
Fax: ..... E-Mail: .....

**Region**  
**Name/Address/Phone Numbers/E-Mail of Committee Representative\***

- Term Expiration\*\***
- 1
  - 2
  - 3
  - 4

**Please Note: Use the back of the form if necessary for addresses/etc.**

\*Each committee should have a minimum of one representative from each region.  
(Refer to the ACTE regional map, page 18.)

\*\*Committee appointments are generally for three years, but they can be shorter to help balance the cycling of the committee make-up.

**BUDGET REQUEST**

July 1 to June 30, FY \_\_\_\_\_

**ENGINEERING AND TECHNOLOGY EDUCATION DIVISION**

Association for Career and Technical Education

Committee:.....

Date:.....

Measurable Cost	Itemized	Completion Date	Responsible Person(s)	Objectives