I. General Information

Date: May 12, 2012

Undergraduate: X Graduate: 

Program name: Technology, Engineering & Design Education
Curriculum code(s): TDE, TED, and TGC

Program coordinator: Theodore J. Branoff

Program(s) reviewed: Bachelor’s X Master’s Doctor’s Other

II. Enrollment

Fall 2011 (Access University Planning & Analysis, Institutional Research: http://www2.acs.ncsu.edu/UPA/) Use data from the specialty area report or on the website you may find enrollment listed by department and curriculum—just keep scrolling on the menu on the left hand side.)

<table>
<thead>
<tr>
<th>Academic Plan</th>
<th>FR</th>
<th>SO</th>
<th>JR</th>
<th>SR</th>
<th>Total</th>
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May 8, 2012 data from MYPACK Portal Administrative Reports

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Licensure only ____0____ Lateral entry ____0____

Master’s ____ Master’s Licensure only ____ Sixth-year ____ Doctoral ____

Undergraduate student teachers: Fall ____1____ Spring ____23____ (include alternative students)

Graduate student internships: Fall ____2____ Spring ____0____ (include all placements)

Other field placements (describe):

**III. Total Degrees Awarded**

Report degrees completed for summer 2011, December 2011, and May 2012 (Access University Planning & Analysis, Institutional Research [http://www2.acs.ncsu.edu/UPA/](http://www2.acs.ncsu.edu/UPA/); if May 2012 degrees have not yet been posted, use the department graduation list. On the website, you will find degrees listed by department and curriculum—just keep scrolling on the menu on the left hand side.)

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May 8, 2012 data from MYPACK Portal Administrative Reports

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<td>0</td>
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</table>
IV. Evaluation

- What changes in the program faculty were made during the year?
  
  Jim Haynie retired in May 2012.  
  Matthew Lammi was hired as an assistant professor.  
  Jennifer Buelin-Biesecker was hired as a lecturer.  
  Tom Shown was hired on contract to help supervise student teachers.

- List any course or curriculum proposals and/or revisions during the academic year.

  **Course Revisions**
  - GC/ISE: Engineering Graphics for Industrial Engineers – dropped – approved at College & UCCC.
  - GC250: Architectural Graphic Communications – change in prerequisite – approved at College & UCCC.
  - GC320: 3D Spatial Relations – change in pre-requisite and scheduling – approved at College & UCCC.
  - GC350: Applied CAD & Geometric Controls – change in pre-requisite and scheduling – approved at College & UCCC.
  - GC450: Advanced Graphics Usage with CAD – change in scheduling – approved at College & UCCC.
  - TDE 161: Imaging Technology – dropped – approved at College & UCCC.
  - TDE 207: Introduction to Teaching Technology Education – dropped – approved at College & UCCC.
  - TDE 221: Construction Technology – dropped – approved at College & UCCC.
  - TDE 276: Transportation Technology – dropped – approved at College & UCCC.
  - TDE 330: Manufacturing Technology – dropped – approved at College & UCCC.
  - TDE 331: Technology Through Engineering & Design II – Change in scheduling – approved at College & UCCC.
  - TDE 371: Emerging Issues in Technology – Change in pre-requisites – approved at College & UCCC.
  - TDE 384: Computer Applications in Industry – dropped – approved at College & UCCC.
  - TDE 481: Research and Development in Technology Education – Change in pre-requisites – approved at College & UCCC.

  **Curriculum Revision**
  - GC Minor – reflects new courses in program area – approved at College & UCCC.
  - TDE Minor – reflects new courses in program area – approved at College & UCCC.
- Technology, Engineering & Design Education – changes to “C” wall requirements – approved at College & UCCC.
- Technology, Engineering & Design Education – Graphic Communications concentration – changes to “C” wall requirements – approved at College & UCCC.

- Describe program assessment activities.
  Since we had recently held a major re-visioning retreat and are in the process of making major program changes, we are waiting to assess them until they have been activated next year.

- List key findings of assessment activities.
  On Hold for a year, see above.

- As a result of the program review, what strengths were identified?
  N/A see above

- What areas of concern were identified?
  N/A see above

- As a result of the program review, what changes are recommended?
  N/A see above

- What special accomplishments were made during the year? (Mention faculty and student honors, publications, awards, grants and other relevant “bragging points”)

**Elected Positions, Awards, and Honors**

**Ted Branoff:** President of the International Society for Geometry & Graphics (2009-2012)

**Brett Boger & Laura King:** TED seniors won the Alaska Design Challenge curriculum competition.

**Joe Busby:** 2011 TECA Distinguished Advisor Award

**Aaron Clark:** Promoted to Professor in 2011

**Aaron Clark:** 2011-2012 *Excellence Speaker* for International Technology Engineering Education Association (ITEEA).

**Aaron Clark:** Chair, Engineering Design Graphics Division of the American Society for Engineering Education.

**Eric Wiebe:** Promoted to Professor in 2012

Twenty of our students competed against other universities at the TECA-EAST Conference in Virginia Beach, Virginia. They placed first in three events.
Refereed Journals


Book Chapters, Invited


Research Report


Refereed Conference Proceedings


Branoff, T. J., Wiebe, E. N., & Shreve, M. A. [graduate student] (June, 2011). Online instructional materials in a hybrid introductory engineering graphics course: An


**Lammi, M.**, Gero, J. (October, 2011). *Comparing design cognition of undergraduate engineering students and high school pre-engineering students*. Frontiers in Education; Rapid City, SD.

**Lammi, M.** (June, 2011). *Thinking in terms of systems through engineering design*. ASEE Annual Conference; Vancouver, Canada.


### Scholarly Presentations


Lammi, M. D. (September, 2011). High school students’ habits of mind and action in engineering design challenges. STEC Annual Conference; Boone, North Carolina.


Mack, N. C., Clark, A. C., & Ernst, J.V. (September, 2011). A research study using the Delphi Method to define essential competencies for a high school game art and design curriculum. STEC Annual Conference; Boone, North Carolina.


Externally and Internally Sponsored Grants

Proposal Title: Transforming Teaching Through Implementing Inquiry (T2I2)  
PI: Jeremy Ernst  
Co-PI(s): Aaron Clark & William DeLuca  
Funder: NSF-DRL  
Amount: $1,994,342  
Status: 2011-2015  
This Science, Technology, Engineering, & Mathematics Education (STEM) NSF-DRL project is to develop and research an online database professional development system for technology, engineering, and design education teachers at the national level that will lead towards national board certification.

Proposal Title: Sustainable Transportation Education Program (STEP): Middle School  
PI: William DeLuca  
Funder: Progress Energy  
Amount: $15,000  
Status: 2011-2014  
GRIDc II funded a pilot transportation program for high school students. This funding from Progress Energy was provided to sustain, continue and expand the STEP middle school program in year three. Seven middle schools were added to the ten schools sponsored by Progress Energy last year.

Proposal Title: Sustainable Transportation Education Program (STEP)  
PI: William DeLuca  
Funder: United States Navy  
Amount: $2,500
**Status:** 2011-2012
This funding was provided to expand the STEP high school program in year three. Five high schools were added for year two of the project.

**Proposal Title:** GRID-C II: Green Research for Incorporating Data in the Classroom – Phase 2
**PI:** William DeLuca
**Co-PI(s):** Aaron Clark
**Funder:** NSF-DUE
**Amount:** $400,024
**Status:** 2009-2012
This NSF DUE (CCLI) project is a continuation of the collaboration with the Solar House on campus and the technology Education program. The main focus of this project is to give technology education and engineering student’s real-time data from the solar house using the Internet.

**Proposal Title:** Type I: ENGAGE: Immersive Game-Based Learning for Middle Grade Computational Fluency.
**Co-PI(s):** Eric Wiebe
**Funder:** NSF-CNS/CE21
**Amount:** $999,997
**Status:** January 2012 – December 2014
This project will develop, implement, and evaluate a middle grades version of the CS Principles course that is fully situated within an immersive game-based learning environment. The team will research and evaluate the effectiveness of the game-based learning framework on student learning, computing interest, and self-efficacy, particularly for underrepresented groups.

**Proposal Title:** Dimension SST Fused Deposition Modeler for STEM Education
**Co-PI(s):** Ted Branoff & William DeLuca
**Funder:** University ETF Advisory Team
**Amount:** $25,100
**Status:** Awarded Spring 2012
This funding was used to purchase a fused deposition modeler (prototyping machine) for use in STEM education courses.

**Special Projects and Information**
All revised and new courses in the re-visioned Technology, Engineering & Design Education curriculum were implemented in the 2011-2012 academic year. Faculty worked to develop advising strategies so students could complete their former TED majors with the new courses.

Laboratories on the first floor were renovated to help meet the needs of the new courses. **Brian Matthews** took the lead to upgrade the labs associated with emerging issues.
Branoff, T. J. (June 6 & 7, 2011). *Geometric dimensioning and tolerancing* workshop for BSH (New Bern, NC). 16 employees participated in the workshop. This high-end kitchen appliance company arranged the training to eliminate communication problems between design, manufacturing and inspection. The workshop was set-up through NC State’s Industrial Extension Service.

V. Report for Licensure Programs Only

- What service activities to schools were provided by program faculty and students other than student teaching and intern supervision?

Ted Branoff & Terri Varnado: May 1, 2012. Gave demonstration of robotics, 3D printing, and 3D scanning to 40 elementary school students. This was arranged by the SAY Village students.

April 18, 2012: Ted Branoff, Erik Ward (master’s student), and Seth Norris (GC minor student from Aerospace Engineering) helped at the NC SkillsUSA State Competition in Greensboro, NC. Branoff directed the Technical Drawing competition. Branoff, Norris & Ward judged the Technical Drawing competition.

March 25-27, 2012: 47 TECA undergraduate students attended the NCTSA State Conference in Greensboro, NC. Our students and a group of faculty (Busby, Buelin-Biesecker, DeLuca, Lammi) directed and judged middle school and high school leadership & skills competitions.


Seven TDE students attended the ITEEA Conference March 14-17, 2012 and presented two professional workshops. These students were coached by TDE faculty.

Dominick Manusos, a TDE undergraduate student served as head of the Name Change Committee for TECA.

Brian Matthews: June 21-25, 2011, Dallas, TX. Coordinator and judge for the National TSA Competition – CAD 2D Architecture and CAD 3D Engineering events.

Professional Development Workshops

Wiebe: Work related to the VCL-Scale Up (STEM Learning) NSF project on scaling up algebra and geometry innovative instruction with 1:1 laptops and cloud computing. Work was conducted by the VCL-SU team: Karen Hollebrands (co-PI), Charity Cayton and Anthony Dove (Ph.D., Math Ed), Lindsay Patterson (Ph.D.,
Science Ed), Sarah Stein and Henry Schafer (VCL project). VCL-SU Team (July 11-15, 2011; July 25-29, 2011). *Algebra and Geometry with Geometer’s Sketchpad.* Raleigh, NC. 4 LEAs. 42 teachers; 35 contact hours

**Instructional Material Development**

**Wiebe:** Work related to developing online professional development materials for the GEES (Multimodal Science) NSF project on graphic-enhanced science notebooks in the elementary grades. Work was conducted by the GEES team: John Bedward and Lauren Madden (Ph.D., Science Education), James Minogue (Elementary Ed) and Michael Carter (English).

**Wiebe:** Work related to the UBEATS NSF project on integrating music and science education in the elementary grades. Work was conducted by: Eric Wiebe, Sarah Carrier (Elementary Ed), Debra Hall and Crystal Patillo (Master Teachers, Bugg Elementary).

**Wiebe:** Work related to the STEM Early College curriculum sub-committee. Work was done in conjunction with NCSU staff and faculty, WCPSS staff, and New Schools Project staff.

**Technical Support**

**Wiebe:** Advisor to Durham County Libraries grant to GlaxoSmithKline Foundation for science outreach activities (Awarded 11/11). Outreach work will contact up to 300 students in the Durham Public Schools.

- Identify LEAs/schools, if any, with whom there is a formal/approved collaboration for activities other than field placements for student teachers and interns. Include other service activities to schools and/or school districts. (Note: the annual faculty activity reports due in January include this item and can be a source of information.)
  - Wake County Schools
  - Chatham County Schools
  - Mooresville Graded School District
  - Edgecombe County Schools
  - Greene County Schools

- Describe program indicators for valuing a diverse and inclusive society.

The following tables were generated from SIS-Admin Reports (Spring 2012 data).

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<th>13TDEEDL</th>
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Future items to be included as the assessment system is implemented and data more easily accessed:

Efforts to orient students and program faculty to the LEAD/SERVE conceptual framework and orientation to the program’s assessment plan and its implementation.

Data related to the program, such as: 1) GRE or MAT mean scores, or range, for those accepted into a graduate program; 2) mean SATs for those accepted into an undergraduate program; 3) number of applicants for the program and number of students accepted and enrolled; 4) aggregated scores and range for signature assignments and culminating products of learning; 5) number of candidates who passed or did not pass the appropriate gateways; 6) comparisons in achievement of degree-seeking and licensure-only or L-O candidates; 7) aggregated scores and range for Summative Evaluation of Student Teaching Observations; 8) aggregated scores and range for Student Teaching Portfolios.

SAGE Dashboard Report

Undergraduate Advisees

| Total Undergraduate Students: | 87 |
| Teaching Fellows:             | 8  |
| SAY Village:                  | 2  |

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<tr>
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<tr>
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<td>0171 French: Productive Language Skills</td>
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</tr>
<tr>
<td>0173 French: Content Knowledge</td>
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</table>
1. The new faculty were introduced.
2. The following items need to be posted and/or submit immediately:
   • Electronic copy of your door schedule
   • Electronic copies (Word) of all syllabi
3. The faculty were asked to read the Welcome Back letter in all classes during the first two (2) sessions.
4. FYC Majors Fair will be September 28 (3:00-5:00 and 6:00-8:00). The following have agreed to participate:
   3:00-5:00
   Bill Deluca
   Brian Matthews
   Joe Busby
   6:00-8:00
   Terri Varnado
   Alice Scales
   Students will be asked to participate.
5. The NCCTTE and STEC will be held September 29 – October 1, 2011 at Appalachian State University. STEC and NCCTTE Conference Planning
6. The historic Mississippi Valley conference will be held on November 3 and 4, 2011 in St. Louis, MO.
7. The ASEE-EDGD conference will be held in Galveston, TX – January 22-24, 2012 – Abstracts due Monday, October 24, 2011.
8. The ASEE-SE Section conference, will be held at Mississippi State University, Starkville, MS. – April 1-3, 2012 – Abstracts due Friday, October 7, 2011.
9. EPT Update – Walt Kelly reported the first meeting is being planned.
10. TECA Update – Joe Busby reported the first meeting will be held on Wednesday, August 24, 2011 from 9:45 AM until 10:00 AM
11. Peer Reviews of Teaching – Ted Branoff will develop a Peer Review schedule.
12. Lockers are being assigned to students by Ted Branoff. Lee Thayne (Poe 326) will have the Locker Assignment sheet on Wednesdays & Thursdays.
13. GC120 CBE will be offered August 25 and 26.
14. Announcements
   ■ Brian Matthews asked for the ETF list of items needed to keep the laboratories running immediately.
   ■ Brian Matthews will be re-designing 120, 122, and 417. Please make decisions about computer and instructional technology.
   ■ The arrangement of room Poe 122 was discussed briefly. The decision was made to have further discussion about the room at the next meeting. This should be an item on the next agenda.
Terri Varnado announced that we received the IDEA grant.

**Graduate Students and guests are excused.**

15. The Spring Schedule was discussed.
16. TGC Degree Discussion – Gerald is to convene a group to discuss TGC degree very soon.
17. Old & New Business
18. The meeting adjourned at 1:15 PM.

Schedule of meetings and recorders
Thursday, August 25, 2011 – Clark
Thursday, September 1, 2011 – DeLuca
Thursday, September 8, 2011 – Lammi
Thursday, September 15, 2011 – Scales
Thursday, September 22, 2011 – Varnado
Thursday, September 29, 2011 – Wiebe – Graduate Faculty
Thursday, October 6, 2011 – NCCTTE (Boone)
Thursday, October 13, 2011 – Branoff
Thursday, October 20, 2011 – Busby
Thursday, October 27, 2011 – DeLuca – Graduate Faculty
Thursday, November 3, 2011 – Clark
Thursday, November 10, 2011 – Lammi
Thursday, November 17, 2011 – Scales
Thursday, December 1, 2011 – Varnado
Thursday, December 8, 2011 – Wiebe
TDE Faculty Meeting  
Number 2, August 25, 2011  
Poe 512 – 12:10-1:00  
Minutes

Attendance: Recorder: Clark, Buelin, Wiebe, DeLuca, Kelly, Matthews, Branoff, Scales, Crow, Simmons

1. Reminder – Please send Branoff the following items:
   • Electronic copy of your door schedule
   • Electronic copies (Word) of all syllabi
2. EPT Update – Will scheduled meetings between graduate classes this fall on Wednesday nights.
3. TECA Update – Have elected officers.
4. Update on advising- A form has been created to use for student advising towards candidacy; placed in student folder. Buelin will be advising, as well as Lammi. Branoff also gave out a handout that shows the new updated 8 semester display and degree audit for the TDE program.
5. Scheduling- The group reviewed the course schedule for Spring 2012 during the meeting.
6. Discussion of TGC degree- Branoff led the discussion on TGC majors being under the new TDE curriculum. Discussion points were to find out if DPI would accept TGC majors and grant T&I certification for digital media and drafting. Also, can the name be changed to Technical Graphics Education, and include new courses in adult learning and training and development. Branoff was going to talk with the other departments about these undergraduate course offerings.
7. Graduate- Corey White was voted to continue on within the EdD program this fall.
8. Adjourn 1:06pm
TDE Faculty Meeting
Number 3, September 1, 2011
Poe 512 – 12:10-1:00
Minutes

Attendees: Branoff (recorder), Buelin, Busby, Clark, Crow, Kelly, Matthews, Scales, Varnado, Ward, Wiebe

1. EPT Update – Kelly / Furse – First meeting will be next Wednesday, 6:30-7:30.
2. TECA Update – Busby – Next meeting 9:45am on Wednesday September 7
3. ETF Funds – Brian Matthews – Please included courses & number of students with your requests. The first round of funding is mainly for consumables. Brian is getting quotes to upgrade Poe 122.
4. Use of lockers by students outside of our major
   Motion: Scales – restrict locker use to students in our major or minors or in GC, TED or TDE classes. Seconded by Varnado. Passed unanimously.
5. Check Spring Schedule: The spring schedule was passed around for faculty to mark up.
6. Course Repeat Policy and General Advising Information: The group had a general discussion of the new policy on course repeats.
7. GC & TDE Minors
   Branoff agreed to revise the GC minor and display for faculty to review. Revise prereq for GC320 to included either GC120 or TDE220.
   Clark: made a motion that the TDE Minor include the same basic courses as the GC Minor. All other courses in should be in TDE. This motion was passed. Varnado agreed to make the changes to TDE minor and pass it along for faculty to review.
8. Discussion of TGC degree – Branoff will meet with Diane Chapman to discuss collaborations.
9. Announcements: Dick Peterson would like to meet with the group. Aaron out of the country through September 12.
10. Old & New Business: None
11. Adjourn – 1:08pm

Next meeting – Thursday, September 8, 2011 – Recorder: Lammi
Meeting began at 12:11pm

Attendees: Branoff, Buelin, Busby, Crow, DeLuca, Kelly, Lammi (recorder), Matthews, Scales, Varnado, Ward, Wiebe

1. EPT Update – Kelly – First meeting was Wednesday, September 7. Officers were elected: Erik Ward, president; Erik Shettig, vice-president; Ronnie Swinson, secretary; and Kevin Sutton, treasurer.

2. TECA Update – Busby – Next meeting 9:45am on Wednesday September 14 to discuss a change in bylaws. Education Council will be limiting each club to $1000.00. TECA needs approximately $16,000.00. Investigating a private donor for $5000.00.

3. STEC – Make hotel and conference registrations soon. Do not forget to do the Travel Authorizations through MyPack Portal.

4. GC & TDE Minors
   The group had a discussion about these minors. Discussed the appropriate courses in the TDE minor and which courses need to be dropped. Branoff will check on the appropriateness of TDE students completing the GC minor.

5. Discussed making sure GC350 was added as a required course in the TDE curriculum since it is a required co-requisite for TDE331. We also need to revise the prerequisites on TDE481 to be TDE331 and TDE385/TDE386.

6. Discussed the required GPA for transfer into TDE and TGC programs. Branoff and Wiebe will track numbers moving into the future to see what happens with transfers. The faculty voted to increase the GPA requirements to 2.50 for all transfer students into TDE and TGC (both votes were 8-1).

7. Busby – Dr. Daniel Smith (CTE Director at NCDPI) would like to meet the faculty in our program. Busby will take care of the invitation.

8. Old & New Business: None

9. Adjourn – 1:11pm

Next meeting – Thursday, September 15, 2011 – Recorder: Scales
Meeting began at 12:15 PM.

Attended: Branoff, Buelin, Busby, Carpenter, Clark, Crow, DeLuca, Kelly, Lammi, Matthews, Scales (Recorder), Varnado

1. EPT Update – Kelly / Ward
   EPT has tentatively found a speaker for the Christmas Luncheon through Pam Carpenter. Her name is Penny Schumacker-Jeffery and she works for the Freedom Center.

2. TECA Update – Busby
   TECA plans to hold a soup and sandwich fundraiser during the American Education Week events in November. They may hold several more to raise money to go to the conference in California. They are currently looking for someone who can provide music at the Soup and Sandwich fundraisers. They have also made a request to Dean Fleener for some additional funds for the trip. In addition, TECA changed its constitution to include a statement that they do not discriminate. This was to meet the Student Senate rules for student organizations.

3. SECC – Branoff
   The 2011-12 Annual Employee Combined Campaign pamphlets have been distributed by Branoff. They should be in your mailbox. This year the pledges can be turned in on paper or on-line. Paper pledges can be turned into Branoff. In the past this college has almost 100% participation. Eric Wiebe is the campaign chair for the whole college.

4. STEC and NCCTTE Conferences
   Clark, Busby, Branoff, Lammi and Shown are attending these conferences. They will be held Sept. 30, Oct. 1 and Oct. 2, 2011. The attendees will get together and try to figure out who is travelling with whom. The agenda, which has come out is tentative for this conference, but Lynn Bashford is suppose to send out a finished one to Aaron.
   NCCTTE Conference is being held immediately before the STEC Conference.

5. The Faculty and TA’s in 502 are cleaning out the storage room at the end of their suite. You need to look at the items being trashed and see if anything needs to be saved.

6. Need stuff for display cabinet on first floor
   Branoff is trying to update the glass display cabinet on 1st floor. He needs some items to put in the display, currently not looking for objects, but paper items. The lock on the display is broken, so some repair is needed.

7. Update on courses and curricula
   The College Courses and Curricula Meeting has been held and all of the changes
Branoff submitted for the program (TDE and GC Minor) have been approved except for the TDEGC major. The committee tabled the approval due to some unknown information. Varnado needs to complete and submit the changes for the TDE Minor.

8. The meeting was adjourned at 12:40PM.

9. Advisors stayed behind for some training activities presented by Branoff.

Next meeting – Thursday, September 22, 2011 – Recorder: Varnado
Meeting began 12:15 pm
Attended: Branoff, Busby, Clark, Crow, Kelly, Lammi, Matthews, Scales, Varnado (Recorder), Ward

A motion by Walt Kelly to accept minutes of the previous meeting was accepted.

1. EPT Update – Kelly / Ward
   Past president should pass on documents, etc. to new officers.

2. TECA Update – Busby / Lammi
   TECA is approved to hold Soup and Sandwich fundraiser during American Education Week in November.

3. SECC – Branoff
   Weibe will submit this week’s Campaign donations on Friday.

4. STEC Conference
   Transportation arrangements were discussed; no faculty meeting next week.

5. Daniel Smith visiting on October 13.
   Everyone is asked to gather questions for this NC DPI CTE visitor; topics will include drafting licensure, future of Technology Education, and the direction in which curricula is moving.

6. Need stuff for display cabinet on first floor
   Still need items: electronic…images, student projects, etc. Clark suggested replacing the broken display case with a flat screen. Action: Matthews will start the process to upgrade; all others think about what needs to be displayed.

7. Update on courses and curricula
   For revised curricula, students should not be allowed to have both TDE major and GC minor; this represents two subplans. They can still take all courses but will only get credit for one degree. Presently, the GC minor requires five classes that are already part of the TDE content. Branoff recommended, count only two major courses toward the minor, and then require at least three more courses beyond the major. After amendment, a motion by Alice Scales was adopted, “in order for a TDE major to obtain a GC minor, the student may double count only two TDE content courses. Three additional courses beyond the TDE major requirements are indicated to complete the GC minor.”

8. Discussion of new TGC courses
Clark suggested TGC be changed to Technical Graphics Education (TGE) to better align with who we are and what we do. In accordance, only require two new courses to replace existing: one pertaining to training and development and one focusing on leadership.

9. Graduate stuff – Clark
   The online M.Ed proposal passed CED endorsement with no revisions and has been forwarded to the Vice Provost of DELTA for recommendation. Faculty are asked to please review the new schedule of graduate courses handout (check your mailbox if not in attendance); confirm or amend the Current Faculty Load section on page one and the New Online M.Ed. Core Course Sequence section on page two. Place in Varnado’s mailbox.

10. Announcements
    First Year College Major’s Fair next Wednesday. The following faculty will participate.

    3:00-5:00
    Bill Deluca
    Brian Matthews
    Joe Busby

    6:00-8:00
    Terri Varnado
    Alice Scales

11. Meeting adjourned 1:10 pm

    September 29 – NCTTE, Boone, NC
    October 6 – Fall Break
    Next meeting – Thursday, October 13, 2011 – Recorder: Buelin
Attendees: Branoff, Buelin (recorder), Busby, Carpenter, Clark, Kelly, Matthews, Scales, Shown, and Varnado
Guests: Kathleen Squib & Daniel Smith, DPI

The meeting was called to order at 12:10pm.

Minutes from last meeting were accepted

1. EPT Update – Kelly / Ward
   Need donations for silent auction 11/30-12/1; lunch on 12/2 probably; Kelly will send out email

2. TECA Update – Busby
   18 students going to TECA East
   Soup & sandwich coming up
   Busby will take Scales’ recommendation under advisement to inform of recipes & potential allergens in soup.

3. Advising
   Students need to complete 6 professional development activities prior to student teaching. TECA and TSA conferences counts as professional development requests for student teachers. We need to document these activities.

   Advisors need to make sure students are going into SAGE and updating their milestones. Faculty need to go into SAGE and make sure students are meeting the required milestones.

4. Courses and Curricula
   TGC passed through the College Courses & Curricula Committee. Clark: Let’s devote an hour to this, possible change to TG-Ed.

5. Daniel Smith, section chief CTE & Kathleen Squib– NCDPI
   2 sections; his is credentialing
   This year NC reporting on teacher certifications
   DPI $ cut likely
Clark sang our praises. We’re comprehensive & outstanding. Big role in developing curriculum.

Where D. Smith sees the field going: Technology Education curriculum is one of his big concerns; discontent in the field- curriculum is late in delivery; LEAs want local course offerings; TSA should have major role; Federal Perkins funding mandates not being upheld.

Busby & Shown focusing on 2 curriculum in methods; Moodle for curriculum is not user friendly; Shown: too many standards; What will be assessed? Alignment problem. Clark - need some national consistency; get rid of fluff standards.

D. Smith- we have an advisory responsibility w/ licensure; my door is wide open. Got to work w/ Moye, @ pleasure of Honeycutt . . .

6. Announcements
   - A Clark: ADA compliance- website- need vector art; B Matthews will take care of it. Talk to Susan Osborne.
   - T Varnado - 3 student teachers going to Brazil: Rachel Barringer, Josh Cho, and Kevin Sutton.
   - Clark: also setting up for England & Turkey.
   - K Squib- March 25 & 25- TSA
   - B Matthews- need slides for electronic bulletin board. Can be html, PPT, movies, stills.

7. Old & New Business - none

8. Adjourn – 1:10pm

Friday, October 14, 2011 – STEM Ed. Faculty Retreat Poe 742 9 AM - noon
Thursday, October 20, 2011 – College of Education Retreat – Friday Institute
Next meeting – Thursday, October 27, 2011 – Recorder: Wiebe
Present: Branoff, Buelin Clark, Crow, DeLuca (Recorder), Kelly, Lammi, Matthews, Scales, Varnado, Weibe, Ward

1. EPT Update-- Silent auction is scheduled for Nov. 30-Dec 1 10:00am-3:00pm in room Poe122. The EPT luncheon is scheduled on Dec 2\textsuperscript{nd} in room 742.

2. TECA-- November 13-15 TECA East Conference. Dr. Busby will send a note listing those that are attending.

3. SECC-- You can still contribute. Next week is the last week so go on-line and contribute before then.

4. Update on Teachers and Sophomore Observations—Most of our students have a placement but there are some that still need to be scheduled. Observations need to be scheduled next for semester. The need to improve the system and possible solutions were discussed.

5. Technology Regional Update Conference, Tuesday November 1 at Franklinton High School. Teachers will get updates on the State’s curriculum. Currently and in the future, DPI CTE updates will be conducted in regions.

6. Summer 2012 Schedule-- Offering GC 120 was briefly discussed. Ted will follow up. A signup sheet for other possible offerings was distributed.

7. Undergraduate Curriculum Discussion-- The group discussed the sequence of undergraduate course and how it fits our mission. Given our transition from Technology, Engineering and Design Education, faculty discusses how content, sequence and activities fit the program’ philosophy. Discussion of our philosophy in the context of our college and NC public schools were a topics that need to be explored further. Ted will draft our program’s philosophy to continue this discussion at the next meeting.
Attendees: Branoff, Buelin, Busby (recorder), Clark, Crow, DeLuca, Kelly, Lammi, Matthews, Scales, Varnado, and Ward

1. EPT Update – Kelly reported that all is coming together for the Silent Auction. A speaker has been arranged.

2. TECA Update – Lammi reported that 20 students will attend TECA East on November 13-15 and the Soup and Sandwich will be on November 16. Thanks for the help with the soup!

3. Update on Student Teachers & Sophomore Observations – Branoff reported that all of the student teachers have been placed except one. Varnado reported that all of the Sophomore have an observation location in Technology, Engineering and Design Education or Business and Marketing.

4. Update on NCDPI Drafting and Digital Media Licensure – Branoff reported that it is easy for our students to receive Drafting and Digital Media Licensure. Students can get a provisional license in Digital Media if they complete 9 hours of coursework as specified by NCDPI (these are already in our curriculum). They then have to complete the 40 workshop offered by NCDPI. Our students can also request licensure in Trade & Industrial Drafting if they complete 15 hours of specific GC courses.

5. Degree Audit Issues – Branoff reported that Financial Aid is tracking courses and not paying for non-degree courses.

6. Summer 2012 Schedule – Summer 2012 classes were discussed.

7. Career Clusters – Clark reported that Shown will discuss with Brian Moye (NCDPI) about adding Drafting to the Manufacturing Career Cluster.

   Clark then made a motion that was seconded by Deluca to request NCDPI to put Drafting under the Cluster Foundational Courses into the Manufacturing Production Process Development pathway. Clark will call Brian Moye to follow up.

8. Graduate items – Clark reported the new GRE scoring is between 130 and 190. Lively discussion about setting an acceptance score took place.

9. Announcements – Christmas Party (potluck) will be December 1, 2011 from 11:00 to 1:00 PM.

10. Old & New Business – None was discussed!

11. Adjourn

Next meeting – Thursday, November 17, 2011 – Recorder: Wiebe
TDE Faculty Meeting  
Number 10, November 17, 2011  
Poe 512 – 12:10-1:00  
Minutes

Attending: Branoff, Varnado, Scales, Busby, Kelly, Ward, Deluca, Lammi, Buelin, Shown, Crow, Clark, Matthews (second half of meeting), Wiebe (recorder).

1. EPT Update – Kelly/Ward  
Discuss acquiring EPT silent auction items

2. TECA Update – Busby/Lammi – Report on TECA East and other items  
NCSU students took 3 first places. 20 students attended and got a lot out of the experience. Nov 11-13, 2012 for next year’s conference. Busby would like to start planning for next year. NCTEA Winter conference will be Feb 3-4, 2012 at Duke U., Durham, NC.

3. Student Teachers Observations for the spring  
Discuss covering student teacher observations in the Spring. Shown offered to take more students but wasn’t sure if he would be allowed to. Branoff shows evaluation form, discussion ensues. Branoff suggests further discussion of observation protocol on Mon 12/5 at Noon. Wiebe brought up how assessment will be handled for students doing part of their student teaching in another country. Clark will bring these concerns to the Dean’s council meeting next week.

4. Undergraduate Curriculum – 5 year planning  
Branoff is working on this to present at a further meeting.

5. Graduate items – Clark  
Clark led a Plus/Delta on the TED MAT (see attached).

6. Announcements  
Varnado announces a robotics exhibition on Dec 1, 8:30-11, Poe 104.

Graduate Forum will be May 8th, 4:30-6:45 and will be held on the first floor of Poe. Clark would like some TDE demos happening during the Forum.

Scales reminds us that we need to start thinking about planning for Fall semester.

Branoff notes sections for Spring that currently have low enrollment.

Scales does not think there will be additional funding for GC sections for Spring. Likely to be only 3 night sections.

Scales indicated that Simmons believes there may be a reversion in the spring. Book travel and spend F&A sooner rather than later.
8. Old & New Business

Adjourned at 12:50. Graduate students excused.

12:50-1:15 Feedback on MAT program.
TDE Faculty Meeting  
Number 11, January 5, 2012  
Poe 742 – 12:00-2:00  
Minutes


Start: 12:04pm

Items needed right away:
Electronic copy of your door schedule  
Electronic copies (Word) of all syllabi

2. Read the Welcome Back letter in all classes during the first two (2) sessions.

3. Spring Enrollments: Digital Media and 331 have lower enrollments. We will probably only need one section to accommodate TDE and GC students in perpetuity

4. Credit by exam (GC 120): 17th and 19th of January, Weibe and Kelly respectively. Start doing this at the end of the semester, will be discussed at a later time.

5. Lockers – should only need to provide lockers to TDE 110 students.

6. Semester Conferences
   - ASEE-EDGD, Galveston, TX – January 22-24, 2012: Clark, Branoff, Scales
   - ITEEA, Long Beach, CA – March 14-17, 2012
   - NCTSA, Greensboro – March 25-27, 2012
   - NCCTTE - Greensboro - 13th April
   - NCTEA, Durham - 3-4 Feb 2012
   - NC SkillsUSA, Greensboro – April 17-19, 2012 (Skills competitions on April 19)

7. EPT Update – Kelly / Ward

8. TECA Update – Busby / Lammi

9. Summer and Fall Schedules

10. Laboratory upkeep and security; the labs are being left open. Make it a point to clean up 10 minutes before the class ends. There should always be at least 2 students in the lab. General administration will bring new rules this semester. There should be at least one faculty member in the building and that instructor locks up. Make sure wear safety goggles and correct clothing when working in labs. Also make sure there are at least two people in a lab at a time. No one should be working alone in the labs.

11. Common attendance and late policies for courses. Here are a few ideas: 2 tardies = absence (there was not much agreement on this), beyond 2 absences then a 2 point drop for every absence thereafter for a maximum of 10 points. This is a minimum. A total of 8 unexcused absences results in a Failure for the course. Lets talk to the students individually if we see they are struggling with attendance. Motion (Buelin-Biesecker) After two unexcused absences, the student's final grade will drop two points for every unexcused absence thereafter. 2nd by Varnado Unanimous.

12. Other Announcements. Andrew Hughes new RA.

13. Old & New Business
Folks not involved with student teacher observations are excused.

Student teacher observation discussion
Adjourn 2:14pm

Next Meeting, Thursday, January 12, 2012 – Varnado
TDE Faculty Meeting
Number 12, January 12, 2012
Poe 103 – 12:00-2:00
Minutes

Attending: Branoff, Buelin-Biesecker, Busby, Clark, Crow, Deluca, Kelly, Matthews, Scales, Thornton, Varnado (recorder), Ward

1. Branoff still needs electronic copies of door schedules and (Word) copies of all syllabi. Please do this as soon as possible.
2. Please be sure to read the Spring 2012 Welcome Back letter in all classes if you have not already done so.
3. Lockers are almost depleted. Please send students to Ted (510C) Tuesday morning or after Noon Wednesday.
4. Next EPT meeting will be held January 25 from 6:15-6:45 pm.
5. TECA Update – Busby/Lammi will meet the eight students going to ITEEA next week to schedule travel, etc. TSA State Conference and Competition will once again be held in Greensboro March 25-27. Please announce these dates to students and talk it up for everyone to go. Jenny motions for Joe to make a flyer; Terri second, all in favor (but Joe… I don’t really know this).
6. Student teachers: Joe has packets made. Appendix L has been added as the last page of the folder…add a blank on the first page of the folder and write “Coop teacher’s grade report form (Appendix L).” Joe also went through the checklist and stated who should fill out and organize each page of the folder.
7. Spring 2012 student teachers will pilot the evidences; we will still gather their information; our students will have to upload evidences in 2013.
8. In three years will need students should complete six professional development units as set forth by the college; that requirement has been revised to start with sophomores 2013.
9. We need to recommend a qualified teacher to teach the CTE section of ED 312 Assessment.
10. Schedule revision forms must be signed by Ted or Alice before they are sent in.
11. Laboratory upkeep and security still needs attention! Everyone needs to discuss clean-up procedures and be consistent!! Especially multi-use labs. Also, the 510 suite was left open after 9:30 pm last week.
12. Also, try to keep the kitchenette clean in the Poe 510 suite. Please clean your dishes after your meal – do not leave them in the sink for several days.
13. To add items to the electronic billboard on 1st floor go through Ted. He will work it up and send it to billboard.ncsu.edu upload. We can send jpg, gif, png, Quicktime, and Flash files, among others. Please send photos, announcements, etc. from EPT, TECA, TSA. It is information for our major!! Put together information about class and lab activities, research… We want to promote classes, advertise for major; images, animations, videos… We need to know how much memory the Mac Mini has. We want to select someone to take pictures of our students interacting. Action Item: Ted will look into these matters.
14. Other Announcements: Orthogonal banquet: award needs to continue; Aaron suggests format change; next meeting bring a list of names...be creative.

Next Meeting, Thursday, January 19, 2012 – Scales
Attending: Branoff, Buelin-Biesecker, Busby, Clark, Crow, Fardo, Kelly, Lammi, Matthews, Scales (Recorder), Thornton, Ward, Varnado.

Meeting was called to order at 12:16 by Dr. Ted Branoff

EPT Update:
The next EPT Meeting will be help on Wednesday, Jan. 25, 2012 at 6:15- 6:45PM in Poe 122. Kelly reported that he was still waiting for three people to pay for their Silent Auction items.

TECA Update:
Busby indicated that the TECA officers had met yesterday and Wally Trevino was elected President. Seven students are planning to attend the ITEEA Conference and TECA plans to have two “Soup & Sandwich” events in February (one at the beginning and one at the end of the month) to raise funds to help pay for their attendance. TECA members should be contacting faculty about bringing soup.

The next TECA Meeting will be Feb. 26, 2012 at 1:30.

TSA
TSA is around the corner and they are looking for students to judge the competitions, especially for Monday afternoon, when less people are available to judge. A flyer, created by students, and sign-up sheets are being circulated. Student teachers are required to participate.

Students attending need to understand that attendance does not get them additional time to turn in work required while they are gone. They need to turn in the assignments early.

Student Teachers
Tom Shone’s Student Teachers sheets have been given to the faculty working with student teachers. A copy of these sheets also need to be given to the cooperating teachers.

NCTEA
Convention will be held on the March 25-27, 2011. March 27th is not a student attendance day.

NC Skills USA
Need to recruit judges for Ted Branoff and Brian Matthews who will need them on April 19, 2011 to judge the NC Skills USA, which was formally VICA. They only need them one day.
**Graduation**
Ted Branoff has sent out emails to the potential graduates. Students must submit a paper form as well as applying on-line.

**Lee Thayne**
Lee Thayne is being rehired to work with undergraduates.

**GC 120 Kit**
Walt Kelly wanted to know if we need a kit for students in GC 120. They could include the textbook, a mechanical pencil, an eraser, the calipers, and extra lead. He could work with Deborah Good to produce one. John Crow stated that, although he has one for GC 420, they are not always assembled right because they were assembled somewhere other than at the bookstore.

**Labs**
Ted Branoff asked that they labs be cleaned better. Need to keep better clean these labs, since they often are seen by people coming into the building, and they represent us as a program. Also, still keep checking on the locks on the doors on 1st floor.

**Electronic Build Board**
The electronic build board is in operation on 1st floor in front of the double elevators. The resolution of this board is 1360 X 768 ppi. Ted Branoff, Alice Scales and Christy Buck have access to place items on this board. The rate of messages are displayed can be changed. We probably should email students to look at it for messages related to them and the program. Important messages also can be added to the electronic build board on 2nd floor.

**Orthogonal Banquet**
It was decided to continue with the Orthogonal Banquet, but with a change in format. The banquet is getting very expensive and attendance is getting smaller. We pay for most of the event from money raised by the GC 120 workbooks. The Saturday night banquet will be eliminated this year. Everything will be on Friday. The speaker will attend several classes as well as give a talk, which could be a lunch-bag talk. A punch-bowl reception will be held later in the afternoon, and the events will end with the covered dish dinner at Alice’s house.

John Penick, who advocates the relationship of graphics and Science, was selected as this year’s speaker. Alice Scales will get his phone number from Patricia Simmons and invite him to be the speaker as well as determine when he is available. We need to see what rooms can be scheduled, once we know when Penick can come.

There was a suggestion that we create a Banquet webpage to advertise the event. Ted said that getting the invitations out takes almost three days. Whether we wanted to still give door prizes was also discussed. A suggestion was made to only have a few very nice prizes, probably selected from the bookstore.
GSARS
Email was sent to remind student to complete GSARS.

Poster Session
The Poster Session required for our graduate students will be held on May 8 at 4:30. This year it will be held on the ground floor of Poe Hall. A tour of the labs as well as demonstrations of activities by TDE students will be conducted simultaneously with the poster session.

Meeting was adjourned at 1:03.

The next meeting will by held on Thursday 26, 2012 at 12:15PM. Buelin-Biesecker
TDE Faculty Meeting
Number 14, January 26, 2012
Poe 742 – 12:10-1:10
MINUTES

In Attendance: Branoff, Buelin (Recorder), Busby, Carpenter, Clark, Crow, Deluca, Fardo, Kelly, Lammi, Scales, Thornton, Ward

1. Minutes approved from previous meeting.

2. Judges are needed for NC Skills USA. Branoff & Matthews will be recruiting for Thursday, April 19.

3. EPT Update – Kelly / Ward
   -met last night; EPT giving $ to TECA students going to ITEEA; Busby has set up resume, interview skills activities.

4. TECA Update – Busby / Lammi
   TECA has 7 students going to ITEEA; 4 badges for booth setup – who’s doing that?
   2/8 & 2/29 soup & sandwich → faculty must make soup

5. Students graduating this semester
   Make sure all graduating students fill out the application for degree.

6. Advisor stuff – course substitutions
   All: use caution with course substitutions. We do not have flexibility substituting courses under the GEP category. If courses are not on the lists, please do not request to substitute.

7. TDE 220
   2 sections now/6 sections are wanted; civil engineering wants to require it; need $(“We can handle this many students with our current funding”); only Matthews is qualified to teach it now; address issues of students taking both 120 & 220? This needs to be addressed quickly.

8. Orthogonal Banquet
   Scales has requested contact info.
   $ - a sponsor?
   Rotate among universities? Purdue?

9. Undergraduate research opportunities
   Ideas about meaningful strands for involvement?
   undergraduate research office?
   Faculty need to consistently write this as hourly (line item?) in grants.
   T2I2- undergraduate fellow next year: stipend & travel
   Ask for work study for undergraduate research assistants.
10. Other Announcements
   Next Friday & Saturday: NCTEA in Durham. Be there!
   New STEM Center @ ECU
   Tour the Freedom Ctr. Wed. Feb 15
   Next Tuesday: Industry Summit + tour Freedom Ctr.
   Reviewing GSOARS next week; purpose is program improvement; Chairs: look at
   your own students.
   May 8 STEM Ed Research Symposium
   Retreat tomorrow, 9 AM

11. Old & New Business
   Still finding labs unlocked. And Poe 510.
   Clark giving ITEEA EPT address VERY early and costly but we should all attend. It
   is sure to be a treat.

12. Adjourn

Schedule of meetings and recorders
Thursday, February 2, 2012 – Busby
Present: Branoff (recorder), Busby, Clark, Crow, DeLuca, Lammi, Scales, and Varnado.
Guest: Leigh Anne Lammi

1. Discussed doctoral research courses.
2. Reviewed graduate students. Clark led the graduate faculty through of a review of our graduate students through the GSOARS system.
3. Adjourned at 1:03pm.

Schedule of meetings and recorders
Thursday, February 9, 2012 – Clark
TDE Faculty Meeting  
Number 16, February 9, 2012  
Poe 512 – 12:10-1:10  
Minutes

Attendance:  Clark (recorder), Branoff, Thorton, Busby, Kelly, Buelin, Fardo, Crow,  
Ward, Scales, DeLuca, Lammi, Scales, Varnado, Matthews

1. Approval of minutes- Approved  
2. EPT Update – Getting the GPA for initiates for the spring.  Donated 600.00 to TECA for travel to ITEEA.  
3. TECA Update – Next soup and sandwich will be in three weeks.  Two students won the Alaskan Design Challenge.  The two students are Laura King and Brett Boger.  
4. NCTSA registration and faculty responsibilities- Current have about 30 students, need about 50 for judging.  Need to establish rooming list by next week.  
5. ITEEA Preparation- Seven students will be attending in Long Beach CA; including Branoff, Shown, Buelin, DeLuca, Clark, Busby, and Lammi.  Next, those presenting bring your times so we can work out projector arrangements.  
6. Orthogonal Banquet- John Penick will be the speaker, 1st choice of dates from the group is April 20th, second choice March 23rd.  
7. ETF Proposals- Need to look at current condition of dusk collection system for upgrading.  
8. Announcements- Potential student teachers for methods and student teaching for next year is 23.  
9. Old & New Business- Bring your laptops next meeting to update profiles in the new College’s website.  
10. Graduate- Three people to represent TDE for the STEM PhD initiative are Clark, DeLuca, and Lammi.  
11. Adjourn- 1:08pm
TDE Faculty Meeting
Number 17, February 16, 2012
Poe 512 – 12:10-1:10
Minutes

Recorder: Lammi
Attendance: Branoff, Buelin, Busby, Clark, Crow, Fardo, Kelly, Lammi, Matthews, Scales, Thornton, and Ward

Start 12:12

1. Approval of minutes - accepted
2. EPT Update – Kelly / Ward – Discuss possible inductees. All students above 3.25 and 30 hours of credit. Letters will be sent to invite new students.
3. TECA Update – Busby / Lammi - no soup and sandwich this month; supporting 7 students to go to ITEEA.
4. NCTSA update – Expectations when classes are missed. We need to have more 20 students. Instructors are going to need to communicate. Counts as PD for the college. Have them sign up as a judge.
5. ITEEA Preparation - we will need to bring 3 projectors.
6. TDE 202 placements for non-TDE students. Students are not prepared and not acting professional and have too many interfering with scheduling. It was mentioned that until they are admitted into teacher ed, advise them to not take professional education courses. GPA requirement might mitigate the issue. Perhaps moving TDE 202 to the Fall semester only.
7. FYC volunteers 10am to noon. Saturday the 25th. Student representatives coordinate with Ted.
8. Orthogonal Banquet on April 20th. John Penick will come the day previous to meet with classes. Friday presentation somewhere 2:30 to 4:30 with atrium available. Go to Alice's place at 6:30. Considering catering?
9. Review College of Education website – What needs to be changed? Everyone look at your personal page and the program to look for changes.
10. Announcements
11. Old & New Business
12. Adjourn 1:12pm

Schedule of meetings and recorders
Thursday, February 23, 2012 – Wiebe
TDE Faculty Meeting  
Number 18, February 23, 2012  
Poe 512 – 12:10-1:10  
Minutes  


1. Approval of minutes (Ted)  
Approved though noted by Walt that Penick’s name is spelled wrong.  

2. Student Placements (Ted/Joe)  
Continued struggles with identifying cooperating teachers. No new insights as to how to resolve this.  

3. Prioritize 1X funding for large purchases. (Ted). Final list to send forward has the following priority order:  
   a. Dimension SST 120 3D printer  
   b. TI Nspire Calculators  
   c. Electronics Workstations  
   d. LEGO Mindstorms  
   e. Rocket Launch Equipment  

4. Advising (Ted). Ted noted that Christy sent out an email with information about Fall 2012 advising. Faculty should be ready to start hearing from students and to schedule advising with them.  

5. Orthogonal Banquet (Ted/Alice). Alice wants to know who to invite to the Friday night event. Discussion ensued…Think about students and cooperating teachers to nominate for awards.  

6. Review College of Education website – What needs to be changed? No additional feedback. Clark – graduate pages are being revised now.  

7. Graduate Business (Aaron). Aaron reviewed the quantitative analysis of Masters and Doctoral programs in TDE. Aaron discussed his interpretation of the numbers. Also discussed the possibility of dropping clinical faculty from graduate faculty status so to improve the ratio of grad faculty to grad students. Aaron indicated that when you combine across programs, our SCH numbers are in the acceptable range (above 3.0). Notes that our percentage of minority students is very high (probably top ten of all University programs). Grad faculty will need to address all of the ‘blue statistics’ and write a response for Aaron (DGP) and Patricia.  

8. Announcements  

9. Old & New Business  

10. Adjourn – 1:10pm
Present: Branoff, Buelin-Biesecker, Busby, Clark, Crow, Kelly, Lammi, Scales, Thorton, and Varnado

Recorder: DeLuca

1. Approval of minutes- Last meeting minutes were approved.

2. EPT Update—Spring initiation is scheduled on April 28th. If you have suggestions for guest speaker please let Walt know.

3. TECA Update-- Seven students will attend the ITEEA conference in Long Beach. They will be participating in two presentations.

4. Awards:
   Outstanding Senior-- Kevin Sutton was elected as the 2012 Outstanding Senior.
   Outstanding TGC Senior-- Tony French was chosen to receive the 2012 Hillard Award
   Outstanding GC Minor-- Charlie Gaul was chosen to receive the 2012 Hammond Award

5. Advising for Summer Fall-- Advising material was introduced by Dr. Branoff in preparation of the upcoming advising period. Dr. Branoff will be experimenting with Google Calendar for scheduling advising appointments. Fall schedule will be active tomorrow (March 2nd). Registration begins on the 20th.

6. Announcements-- The program is required to answer 6 questions as part of the biannual review of our Graduate Program. Dr. Clark reviewed each of the questions and solicited input from the group.

1. Approval of minutes  Approved
2. EPT Update – Kelly / Ward. Emails sent to potential  April 28 Brasa Brazilian Steak 11-1. John Freeman speaker; crow to introduce
3. TECA/NCTSA Update – Busby / Lammi. Meeting today about rides to TSA; judges still needed

Busby: student teaching evaluations? Any issues let him know
4. Select any other awards. Busby motion to nominate Jason bailey for teacher award  
Fardo second. Branoff will email him to be at graduation to accept the award
5. Distinguished Lecture updates. Need someone to take the current medal graphic and make a vector based format for a new vendor. To be done before spring; send Alice the image of Leonardo. Alice will send invitation to dean and dept head
6. Advising for Summer and Fall. Confusion about add-ons; Ted sent email  
GEPs and double counting requirements… STS 302…triple counts? Ted will follow up with more questions and let us know how to advise  
Tell students to go into SAGE
7. Graduate students in their second year (full-time or part-time) must participate in Symposium  
Sign up is really low… advise all graduate students
8. Announcements  
Graduate stuff discussed at the faculty retreat  
Undergrad presentations were exceptional; Boger and Grimes were initiated into EPT at the conference
9. Old & New Business
10. Adjourn

Schedule of meetings and recorders  
Thursday, March 29, 2012 – Scales
Attended: Branoff, Buelin-Biesecker, Busby, Clark, DeLuca, Fardo, Kelly, Matthews, Varnado, Scales (Recorder) Thornton, and Ward

Lab Safety Issues

Joe Busby started the meeting with a discussion of safety issues in the TDE labs. A TA in California was killed when she and the faculty member ignored proper procedures. The following points were made:

- As instructors we must reiterate, demonstrate proper safety procedures, and model appropriate behaviors.
- Students in the Woods and Metals areas must be required to wear long pants and close-toed shoes.
- Terri Varnado should determine what is appropriate for the Robotics Lab, especially since she has students walking through the other areas or using them occasionally.
- Welding leathers may need to be replaced. Need at minimum of 6 sets. Some old ones are still good enough to use, but some need to be replaced, and some new ones need to be added.
- All lab equipment should to be inspected at least once a year.
- There are currently no phones in any of the labs. The one that was originally there was removed. Might need to see about that, in case of an emergency.
- There are no safety lights in the area that comes on when the power goes out in the building as well as no Claxon and strobe lights. Need to look into this.
- If an issue arises in the labs, calling 911 will reach the University Safety Office.
- The Fire Marshall is working on acquiring special safety guards for our table saw, which will be free of charge.
- Faculty and TA’s are responsible for the safety in the labs and should carry liability insurance. Liability insurance can be obtained through the ITEEA website and is sold by the Forest T. Jones Insurance Company. You do not have to be a member of ITEEA to purchase it through this company.
- Common safety rules need to be in place, and tests on safety should be part of the courses that use the labs. TDE 110 already has these, and students who miss certain questions are retested on this material.
- Busby and DeLuca will revise the safety rules, while they are updating the safety manual.

Epsilon Pi Tau —Kelly

Only four potential EPT members have responded they are coming to the initiation. John Freeman is the speaker this year. The initiation is at Brasa Grill from 11-1 PM on April 28, 2012.
TECA
Jim Haynie will be the speaker at the TECA East Conference. We will host it this year, but it is still held at Virginia Beach.

Orthogonal Medal
The Orthogonal Medal and Lecture is Friday, April 20 in the Poe Hall Auditorium at 3PM, with a reception to follow. John Penick is the speaker this year. Branoff mentioned that we need to determine if the Dean and Dr. Simmons is going to be there.

Branoff indicated that he is giving his students some incentive to attend. The rest of the faculty might want to do this as well.

The Hammond and Hilliard Awards will be presented at that time. The winners will attend the presentation.

The medal being presented is the last of those that have been made. Scales has converted the original medal drawing to a vector and replaced the di Vince image with a new one that is not so complex, so it will work better.

Texbooks
Branoff reminded faculty that they need to order textbooks, if they have not already.

ETF Funds
There is $9214.00 of the money provided by the Provost Office which has not been spent. Matthews asked that this money be used to purchase one of the new era “smart boards” for Poe 122, which would cost $9800.00. It is slightly more than the amount left, but he can add money to make up the difference. The faculty approved this use of the money. Buelin also asked if she could purchase some new sponges for the ceramics course.

Course Enrollments
Branoff indicated that some courses in the Summer and the Fall are showing low enrollments. He went through the list and wondered if we were offering too many of some courses. It was decided that several courses that are currently offered Fall or Spring (TDE261 and TDE 371) should have less sections offered in a semester, but offer them Fall and Spring.

We have four incoming freshmen students who have committed to enter our program this fall, with the potential of six more that have been accepted, but have not committed yet. Branoff is contacting each of these and asking if they have any questions to see if he can get them to go ahead and commit to coming (see his email sent April 19, 2012).

Course Prerequisites
Branoff also brought up the issue of course prerequisites and issues with students transferring into the program and being out of sequence. It was decided to remove TDE 261 as a prerequisite for TDE 371.

**Student Teaching**
Some students need to teach in the Fall because they have finished every course and, if forced to student teach in the spring, they have nothing to take. The year-long student teaching experience has made this an issue. It was decided to handle these exceptions one at a time.

**Course overlaps**
Some courses we teach overlap with each other. These are Robotics and GC 320 as well as GC 350 and Methods. There is no help for these, due to limited spaces to teach and limited times. According to Branoff, we just have to live with it.

**Students Late to Class**
Some discussion was made about students being tardy to classes. General discussion occurred, but no solutions were found or suggested. There was a suggestion that we might want to move Methods to the late afternoon. Nothing was decided.

**GC 120**
Branoff reported that GC 120 is full except for the slots that have been restricted for the incoming freshmen. He would like to leave these on until orientation. Exceptions to students from Elementary Education should be made, since they are required to take this course.

**Credit-by-Exam**
There was a discussion related to moving Credit-by-Exam for the GC 120 to the end of the semester instead of the beginning of the semester. We typically only have one out of three to pass his exam. There was a suggestion that we might not want to advertise this test, but it was pointed out that we are packed in the sections of this course, and we might need to see if we can get students out of the courses that are capable to completing the test.

**Certification of Capacity Forms**
A discussion of who has to sign these forms for student teachers. Some say the principal has to sign it, but, in other cases, the assistant principals are allowed to sign them. They must be signed for the student teacher to complete his or her degree. If you cannot get the form signed immediately, leave it with the supervisory teacher for them to get it signed.

**Lockers**
Branoff asked faculty to ask students to completely clean out their lockers before the end of the semester. He found all kinds of things in them the last time he cleaned them. He will be scrabbling the lock this time.
Meeting was adjourned at 1:20pm.
TDE Faculty Meeting Minutes  
Number 22, April 19, 2012  
Poe 512 -- Beginning time: 12:10

Attendance: Branoff, Buelin-Biesecker, Busby (Recorder), Clark, Crow, Deluca, Fardo, Kelly, Scales, Thornton, and Ward

1. Minutes – Buelin made a motion to approve the Minutes from the last meeting and Kelly seconded the motion. The minutes were approved with corrections.

2. EPT Update – Kelly reported that six potential EPT members have responded for the initiation. Three will not be able to attend the ceremony.

   Kelly also reported that two of our undergraduates participated in the EPT Exemplary Initiation held during the ITEEA Annual Conference in Long Beach, CA.

3. TECA/NCTSA Update – Busby reported that the Student Organization Resource Center (SORC) puts on workshops for officers of student organizations. To maintain a current registration as an active student organization or club on campus, officers of those organizations are required to submit a registration renewal annually. As a part of the renewal process, one officer from each organization is requested to attend a training session to review policies related to student organizations, how to get access to certain resources and to aid in the successful transition of officers from year to year. The TECA officers were reminded of this yesterday and asked to begin preparation for registering with SORC.

   Branoff reported that he took two students (Erik Ward – graduate TED & Seth Norris – senior in aerospace engineering) to the Skill USA in Greensboro where they helped to judge the Technical Drafting competition.

4. Distinguished Lecture, April 20 in Poe Hall room 216 at 3:00 pm – The program was discussed in detail.

5. Announcements – Bill announced the first candidate for hire is presenting today at 3:00. The next candidate will be here Monday, April 23, and the third candidate will be here Wednesday, April 25.

   Kelly announced the AEDs are in and will be install very soon. Training will be offered TBA. Be ready to train for a heart attack response.

   Branoff suggested we invite Malina Monico to a future meeting to train us for SAGE.

   Fardo announced that last Monday and Tuesday the laboratory doors in 102 were unlocked when he arrived.

6. Old & New Business – There was no old or new business.

7. Adjourned at 12:56pm

Next Recorder -- Thursday, April 26, 2012 – Clark
TDE Faculty Meeting Minutes
Number 23, April 26, 2012
Poe 512 -- Beginning time: 12:10

Attendance: Branoff, Buelin-Biesecker, Busby, Clark (recorder), Crow, DeLuca, Fardo, Kelly, Lammi, Matthews, Thornton, Varnado, and Wiebe

1. Minutes – Kelly made a motion to approve the Minutes from the last meeting. The minutes were approved with no corrections.

2. EPT Update – Initiation this Saturday at Brasa in North Raleigh.

3. TECA Update – Busby indicated that the organization is voting today for the new name change to include engineering in the name.

4. End-of-semester Stuff– Busby needs cooperating and supervising teacher grade forms for student teachers. Students are to clear out their lockers and leave locks on the locker.

5. Distinguished Lecture– Need a picture displayed of the medal made for projection.

6. Graduate matters– Online MEd is now before the Graduate School Administrative Board.

7. Announcements – Robotics exhibition this Friday from 10-3 on the second floor. We are missing a digital scale from room 117.

8. Old & New Business – There was no old or new business.

9. Adjourned at 1:07pm