

**National Association of Industrial-Technical Teacher Educators  
Executive Committee Meeting  
(Spring Teleconference)  
May 3, 2000**

**Presiding:** Theodore Lewis, President

**Present:** Theodore Lewis, Roger Hill, Charles Gagel, Jeffrey Flesher, Edward Mann, Harold Shoemaker, Cheryl Evanciew

- 1. Call to Order**..... Theodore Lewis
  - 1.1.** Meeting called to order at 12:00 Noon, EST.
  
- 2. President’s Review and Update** ..... Theodore Lewis
  - 2.1.** New Officers to the NAITTE Executive Committee
    - 2.1.1.** Membership Chair – Harold Shoemaker
    - 2.1.2.** JITE Circulation Manager – Cheryl Evanciew
    - 2.1.3.** News & Views Editor – Steve Petrina
  - 2.2.** JITE Costs – Theodore Lewis and Karen Zuga agreed to cut \$500 in editorial costs per issue of the Journal, thus saving around \$2000 annually. Efforts to find outside financial support for the Journal is continuing. Anyone knowing of potential outside support is encouraged to forward such information to Theodore Lewis.
  - 2.3.** NAITTE ListSerys – NAITTE now has two listservs for internal communications; one for the Executive Committee based at the University of Georgia and managed by Roger Hill, the other for the News & Views Newsletter based at the University of British Columbia and managed by Steve Petrina.
  - 2.4.** Membership – The appointment of an Ad Hoc Committee is being considered for the purpose of engaging the NAITTE membership throughout the year. The aim is to encourage greater participation by the membership as a whole.
    - 2.4.1.** Harold Shoemaker suggested using the new listservs to assess the membership; Jeff Flesher and Cheryl Evanciew agreed.
    - 2.4.2.** Roger Hill suggested that Steve Petrina might be the one to spearhead an assessment effort via the News & Views Listserv.
  - 2.5.** ACTE 2000 Convention – Theodore Lewis attended ACTE planning sessions and was pleased with the results. He reports that NAITTE is being looked upon very positively by the conference planners and affiliated groups.
  
- 3. President-Elect’s Update** ..... Roger Hill
  - 3.1.** Roger Hill informed the committee of revisions to the NAITTE website based at the University of Georgia. He requested input as to the website and information on new and related links that may be added.
  - 3.2.** In agreement with Theodore Lewis, Roger Hill reports that ACTE planning is going well. The conference schedule is available while T. Lewis and R. Hill work out the final details. Final schedule will be published to the NAITTE website.

- 3.2.1. A remaining detail is the time for the second Executive Committee meeting. A time is being sought that will allow the NAITTE Vice Presidents to attend the Executive Committee meeting while also allowing them to attend their respective affiliate meetings.
  - 3.2.2. A fee is being considered for the use of audio-visual equipment during NAITTE sessions. NAITTE is coming in with the Technology Education Division and, as such, is being asked to cover some of the costs (approximately \$300). This is the cost of basic AV equipment, not for such things as computers and projectors.
  - 3.2.3. The arrangements for the NAITTE Breakfast will return to a rotational basis. We are off schedule due to Paul Brauchle having coordinated the breakfast for the past two years. Tradition suggests that the newest Vice President assumes the responsibility for the breakfast program, meals, and so forth. Dan Brown, the newest VP, will assume this planning function and coordinate the effort with T. Lewis and R. Hill.
  - 3.2.4. Roger Hill also reported that progress is being made with the combining of the ITE and NAIT Directories.
4. **Treasurer's Report**..... Jeffrey Flesher
- 4.1. Jeffrey Flesher suggested that the NAITTE savings account be transferred to the checking account in order to save on service fees.
    - 4.1.1. **Motion Made** -- Edward Mann moved to transfer the NAITTE savings account funds into the checking account (Cheryl Evanciew, 2<sup>nd</sup>). Some discussion followed and the motion carried.
  - 4.2. Jeffrey Flesher suggested that the library subscription rate for the JITE be increased to help cover publication costs of the Journal. Cheryl Evanciew, the new Circulation Manager, will investigate the current fee and bring information back to the Committee for further consideration.
  - 4.3. J. Flesher also inquired as to the stipulations for the use of the Doctoral Scholarship Fund. Edward Mann recalled that it was established through the American Technical Society and that David Bjorkquist should know about the details. Theodore Lewis agreed to investigate the matter.
5. **Membership Chair's Report** ..... Harold Shoemaker
- 5.1. Harold Shoemaker reported that membership renewals and contributions to the Nevin Frantz fund were coming in, albeit slowly. It was suggested that the slowness was due mostly to the time of year.
    - 5.1.1. Discussion was held on how to increase membership. Also discussed was how to improve contributions to the Nevin Frantz fund given the matching dollar and time sensitive nature of the fund's requirements. It was suggested that the listserv be used to solicit contributions from the membership. H. Shoemaker agreed to follow-up with further information so the Committee can consider the matter further.
  - 5.2. H. Shoemaker asked for advice on what to do with a sizeable number of "The History of NAITTE" documents he has found. T. Lewis suggested selling them

to raise funds; and/or, include them with letters to potential corporate and institutional sponsors. No assigned action was made on the matter.

**6. JITE Report**..... Theodore Lewis (for Marie Hoepfl)

**6.1.** Theodore Lewis reported that there is a 12 to 16 document backlog of submitted manuscripts for the Journal.

**6.2.** T. Lewis informed the Committee that the transition of the editorship from Karen Zuga to Marie Hoepfl was proceeding well and that Marie H. was ready to assume the role.

**6.3.** T. Lewis also reported that Marie H. had requested that a letter be sent from NAITTE to her Dean requesting support for her new responsibilities. It was agreed that Theodore Lewis would provide such a letter.

**7. Circulation Manager's Report**.....Cheryl Evanciew

**7.1.** Cheryl Evanciew reported that her transition into the Circulation Manager's role was progressing smoothly; that she should be up to speed shortly.

**8. Other**

**8.1.** Continuation of Electronic Ballots – Edward Mann, concerning upcoming elections, inquired about the use of email ballots in the last election. It was suggested that he consult with Gregory Petty about how the new election process was accepted. It is believed that the electronic process was well accepted.

**8.2.** Update of the Administrative Handbook – Charles Gagel, following-up on questions that were raised about the Handbook in Orlando, asked about how to proceed with the necessary revisions. It was agreed that Charles G. should make the obvious revisions and then solicit input from all NAITTE officers. It was suggested that the Executive Committee's listserv be used for posting the working draft for review.

**9. Meeting Adjourned at 1:03 p.m.**..... Theodore Lewis

Minutes recorded and reported by:

Charles Gagel  
Secretary