

**National Association of Industrial Technical Teacher Educators
Executive Committee Meeting
Marriott Hotel – Torrance Room – 10:15 a.m. to 12:00 p.m.
San Diego, California
December 9, 2000**

Presiding: Theodore Lewis, President

Present: Theodore Lewis, Roger Hill, Charles Gagel, Jeff Flesher, Dan Brown, Thomas Bell, Michael Galloy, Marie Kraska, Edward Mann, Cheryl Evanciew, Marie Hoepfl, Stephen Petrina

1.0 Welcome and Introductions Theodore Lewis

- 1.1 Meeting called to order at 10:18 a.m.
- 1.2 Those in attendance introduced themselves for the new members. New members present:
 - 1.2.1 Vice-President for Technology Education -- Thomas Bell, Millersville University.
 - 1.2.2 Vice-President for Trade & Industrial Education -- Michael Galloy, University of Wisconsin-Stout.
 - 1.2.3 Trustee -- Marie Kraska, Auburn University.

2.0 Treasurer's Report Jeff Flesher

- 2.1 See attached Article 2 of the Breakfast and Business Meeting, December 9, 2000, for complete report.
- 2.2 Jeff drew attention to a potential cash flow problem if finances do not improve over the next year.
- 2.3 He noted that the Nevin Frantz scholarship fund (challenge grant) is not on track for being met within the time period required. We are approximately half way there. If the grant is matched, we can choose how to use the funds; if not, we must return the funds to the estate.
- 2.4 Jeff reminded the committee of the American Technical Publishers scholarship money that is not being used.
- 2.5 Jeff presented a proposed budget for the upcoming year.
 - 2.5.1 See attached Article 1 for complete budget.
 - 2.5.2 Institutional membership was promoted as an available source of increased revenue. There are ten current institutional members. Ed Mann suggested that institutional members be acknowledged at the NAITTE breakfast meetings in the future. The benefits of institutional membership include an institutional certificate, six student memberships, and issues of the journal.
- 2.6 The conversation returned to the matter of cash flow and membership.
 - 2.6.1 Marie Kraska asked about any potential partners beyond the traditional institutions. What teacher education options are out there? Tech Colleges, perhaps? Industrial training?"
 - 2.6.2 Ed Mann suggested a letter to the membership emphasizing the urgency of strengthening the membership. Send to current, non-renewals, and so forth.
 - 2.6.3 Dan Brown remarked that the journal seemed to be our major cost item. As such, what population does the journal serve? The discussion considered what broader audience might be sought: perhaps industrial training, technical colleges, community colleges. The discussion suggested that our situation does not appear unique to our field. Dan raised a point about searching out nontraditional fields.
 - 2.6.3.1 Marie Hoepfl, responding to Dan's remarks, asked about what new alliances could be forged. Where does NAITTE fit in today's world, she asked.
 - 2.6.3.2 Charles Gagel remarked that perhaps it was time to conduct an effort similar to Jackson's Mill of the mid-80s.
 - 2.6.3.3 Ed Mann reminded the group that NAITTE was originally formed for a niche audience. He asked, "What is the price of expanding; remaining the same?"
 - 2.6.3.4 Jeff Flesher, after much discussion, returned the conversation to the proposed budget.
- 2.7 The discussion returned to the approval of the budget:

- 2.7.1 Tom Bell offered to wave the ITE Directory publication cost (see line 8.4.1 of the proposed budget) for the upcoming year. It was decided to let the line stand as an authorization.
- 2.7.2 Reduction in the support of style editors was noted.
- 2.7.3 Discussion was held on the scholarship funds and how they are used. Use of the ATP funds were revisited. Leaders For Tomorrow fund was discussed.
 - 2.7.3.1 Jeff Flesher (2nd D. Brown) moved that a committee of trustees, led by VP John Scott, be convened to provide leadership on the use of the Doctoral Scholarship funds. The motion was approved.
- 2.8 Jeff Flesher (2nd M. Kraska) moved to approve the budget as presented. The motion carried.
- 3.0 **Replacement of Membership Chair** Theodore Lewis
 - 3.1 Hal Shoemaker has requested to be relieved of the Chair responsibilities. The discussion revealed a few potential candidates.
 - 3.2 It was agreed that Ted Lewis would pursue a replacement.
- 4.0 **Industrial & Military Training Vice-President's Report**..... Dan Brown
 - 4.1 Dan reported that the morning's breakfast event had cost \$625 with a ticket sales of \$434, thus yielding a loss of \$191. He reported that 50 tickets had been guaranteed for the hotel but that only 32 had been sold -- 9 had been given to guests as complementary tickets (for a total attendance of 41). The loss was less than in recent years, which the committee felt was encouraging.
 - 4.1.1 A similar breakfast was encouraged for next year. Dan Brown agreed to make arrangements for 2001. Recommendations for a speaker is requested.
- 5.0 **Call For Presentations** Roger Hill
 - 5.1 Roger reminded the committee that anyone submitting proposals for the 2001 NAITTE Program should send a copy to him as well as to ACTE.
 - 5.2 Roger will put together a program shell for next year and circulate it electronically for input.
- 6.0 **NAITTE/CTTE Directory** Roger Hill
 - 6.1 Roger reported that discussions of the combined directory (i.e., NAITTE/CTTE/NAIT) are ongoing. Work is progressing.
 - 6.2 Tom Bell provided a written report on the Industrial Teacher Education Directory. See attached Article 2 for the report.
- 7.0 **NAITTE's Structure, Administrative Handbook, and By-Laws**..... Theodore Lewis
 - 7.1 Ted challenged the committee to begin a serious dialogue about NAITTE's mission, organization, responsibilities, and so forth.
 - 7.2 Dan Brown suggested that someone should put together an At Issue piece for the journal. Focus would be on the continuing mission, direction, organization of NAITTE. This would involve the greater membership in the assessment process.
 - 7.3 Charles Gagel will electronically distribute the handbook (which also contains the by-laws) to the committee. Ted Lewis will begin a discussion (format yet to be determined) once everyone has had a chance to review the documents.
- 8.0 **News & Views Newsletter** Steve Petrina
 - 8.1 Steve reiterated the problem with getting input from the membership. Each VP is asked to provide news input for their respective column in the newsletter.
 - 8.2 Roger Hill suggested that issues be published on a schedule. Use the listserv of the membership for distribution.
 - 8.2.1 Steve requested an accurate membership list with email addresses in order to update the membership listserv now at the University of British Columbia.
- 9.0 **JITE Editor's Report** Marie Hoepfl
 - 9.1 Marie Hoepfl provided a written report for the journal. See attached Article 3 for the report.
- 10.0 **Meeting Adjourned at 12:07 p.m.** Theodore Lewis

Minutes recorded and reported by:

Charles Gagel
Secretary

Articles attached.

ARTICLE 1 – Treasurer’s Proposed 2001 Budget

NAITTE, 2000 Proposed Budget, Prepared by: Jeff Flesher, Treasurer, December 9, 2000

	<u>BUDGET</u>	<u>APPROVED</u>
1.0 Membership		
1.1 Regular	6,350.00	
1.2 Student	150.00	
1.3 Foreign	400.00	
1.4 Institutional	2,100.00	
2.0 Contributions	1,500.00	
3.0 JITE (Subscriptions & Royalties)	9,000.00	
4.0 Other	<u>00.00</u>	
TOTAL INCOME	19,500.00	
5.0 Officers		
5.1 President	50.00	
5.2 Past President	0.00	
5.3 President-Elect	0.00	
5.4 Vice President	0.00	
5.5 Secretary	50.00	
5.6 Treasurer	500.00	
5.7 Trustees	0.00	
5.8 Teleconferences	<u>200.00</u>	
TOTAL OFFICERS	800.00	
6.0 AVA Convention	1,000.00	
6.1 Graduate Symposium Support	<u>1,000.00</u>	
TOTAL CONVENTION	2,000.00	
7.0 Committees		
7.1 Membership	300.00	
7.2 Historian	0.00	
7.3 Awards	250.00	
7.4 Research	50.00	
7.5 Policy/Legislative Affairs	<u>0.00</u>	
TOTAL COMMITTEES	600.00	
8.0 Publications		
8.1 JITE Printing & Distribution	8,550.00	
8.2 JITE Editor	0.00	
8.2.1 Honorarium	100.00	
8.2.2 Editing & Copy Preparation	4,000.00	
8.3 JITE Circulation	1,600.00	
8.4 ITE Directory	250.00	

8.4.1 Publication	500.00
8.5 Newsletter	200.00
8.6 JITE Awards	<u>300.00</u>
TOTAL PUBLICATIONS	15,400.00
9.0 Miscellaneous	0.00
9.1 Affiliations	0.00
9.2 Brochure	0.00
9.3 Foundation Contributions	<u>1,500.00</u>
TOTAL MISCELLANEOUS	1,500.00
TOTAL EXPENDITURES	19,500.00

ARTICLE 2 -- Industrial Teacher Education Directory Report

INDUSTRIAL TEACHER EDUCATION DIRECTORY

Thomas P. Bell, Ph.D., Editor
P. O. Box 1002, Department of Industry and Technology, Millersville University of Pennsylvania,
Millersville, PA 17551-0302
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Date: December 9, 2000
To: NAITTE Executive Committee and Members ACTE Convention, San Diego, California
From: Thomas P. Bell, Ph.D.
Re: Annual Report to NAITTE

The 2000-01 (39th edition) INDUSTRIAL TEACHER EDUCATION DIRECTORY was published and distributed in late October which was within the established schedule. Nearly all administrators from departments appearing in the 38th edition responded to the requests for data. Many follow-up telephone calls were placed to secure the information after the September 1 deadline.

There are 190 (206 last year) institutional listings for a total of 2,163 (2,178 last year) departmental personnel listed in the 39th edition. This gives an average of 11.38 (10.57 last year) faculty size per institutional listing. These numbers do not include the listing of 126 (171 last year) NAITTE members and 353 (357 last year) CTTE members who are not faculty members within departments listed in the Directory nor the listing of 133 (118 last year) emeriti faculty members.

Published copies of the Directory were mailed to departmental administrators for distribution to individual faculty members. The editor also mailed individual copies to NAITTE and CTTE members not affiliated with departments listed in the Directory. Copies of the Directory were also mailed to the following groups: EEA-SHIP = 150, Goodheart-Willcox = 25, ITEA National Office 8, ITEA Archives = 2, and NAITTE Archives = 2.

A financial report for FY 2000-01 accompanies the back side of this report. Your suggestions, concerns and questions are encouraged and welcomed.

COUNCIL ON TECHNOLOGY TEACHER EDUCATION
NATIONAL ASSOCIATION OF INDUSTRIAL AND TECHNICAL TEACHER EDUCATORS
EDUCATIONAL EXHIBITORS ASSOCIATION-SHIP

Industrial Teacher Education Directory
2000-01 Financial Report
Budget - July 1, 2000 to June 30, 2001

<u>Estimated Income:</u>		Current as of December 5, 2000
Balance brought forward	\$3528.21	\$3528.21
NAITTE	500.00	0.00
CTTE	500.00	500.00
EEA-SHIP	500.00	500.00
Goodheart-Willcox Company	3500.00	3500.00
Directory Sales	300.00	0.00
Labels Sales	600.00	200.00
<u>Department Contributions (190)</u>	<u>3800.00</u>	<u>2506.00</u>
Total	12728.21	10734.21
<u>Estimated Expenses:</u>		
Postage	2250.00	1538.60
Supplies	1000.00	436.70
Labor	2000.00	500.00
Printing/Binding (3600 copies)	5560.00	5560.00
<u>Duplication/Copying</u>	<u>250.00</u>	<u>160.00</u>
Total	11060.00	8195.30

Financial Account Location
Millersville University of Pennsylvania

ARTICLE 3 -- JITE Editor's Report

ANNUAL REPORT FOR THE
JOURNAL OF INDUSTRIAL TEACHER EDUCATION
Submitted by Marie Hoepfl
DECEMBER, 2000

Current Status

- Volume 38, Issue 1 will be sent to the printer on December 11, 2000.
- All manuscripts have been selected for Volume 38, Issue 2.
- A partial line-up of manuscripts has been selected for Volume 38, Issue 3.
- Outstanding manuscript awards for Volume 37 will be announced by George Rogers at the NAITTE breakfast on Saturday. There were no manuscripts in the dissertation category, so only two awards will be conferred.
- Number of manuscripts submitted is holding steady at levels experienced in recent years.

Editorial Board and Review Board Members

Marie Hoepfl officially took over as editor in July, 2000, although manuscript processing responsibilities began in early Spring 2000. Her tenure as editor will end in July 2002. George Rogers, Purdue University, was named associate editor for the 2000-2002 term.

Outgoing assistant editors are George Rogers, Richard Satchwell, Dan Brown, and John Schell. Stephen Petrina has been asked to remain on the editorial board to complete his two-year term, and to provide some continuity to the board. New assistant editors are Janet Burns, Georgia State University; Jim Flowers, Ball State University; and Andrew Schultz, University of Nebraska-Lincoln.

In March, 2000, letters of commitment were sent to all review team members to establish their interest in continuing in this capacity. Six out of forty-one review members asked to be removed from the list, and the remaining 35 members renewed their commitment to serve. An additional six members have been identified, as well as the new editorial board members and outgoing editors who have agreed to serve in this capacity.

Support Staff

- Graduate assistant Stephanie Williams (Appalachian State University) will serve as Publications Assistant through Summer 2000.
- Barbara Calderwood will serve as Style Editor on a contractual (paid) basis.

Acceptance Rate (2000)

A total of 25 research or conceptual articles have been submitted to date. An additional 4 manuscripts were solicited by the guest editor (Hoepfl) of the Spring, 2000 issue. Four “At Issue” pieces have also been submitted. Of the 25 articles submitted for peer review, 4 have been rejected. Several additional articles have been returned to authors with the request to revise and resubmit, and a certain percentage of authors in this group will fail to do so, thus increasing the effective “rejection rate” to a figure approaching 50%.

Volume 37 Expenses

Expense Categories and Items	Unit Cost	Total Cost per Category
Miscellaneous		375.17
JITE Awards (Volume 36)	334.80	
Miscellaneous expenses (paper, postage)	40.37	
Printing & Postage		9651.80
JITE Volume 37(1) printing	2117.72	
JITE Volume 37(2) printing	2039.04	
JITE Volume 37(3) printing	2922.98	
JITE Volume 37(4) printing	2207.31	
JITE postage 37(2)	364.75	
Editing Services		4500.00
Eilene Reece, editing 37(2)	500.00	
Eilene Reece, editing 37(3)	500.00	
Eilene Reece, editing 37(4)	500.00	
Catherine Huston, style editing 37(2)	1000.00	
Catherine Huston, style editing 37(3)	1000.00	
Catherine Huston, style editing 37(4)	1000.00	
TOTAL		14,526.97

Goals for 2001

- Identify a more cost-effective and responsive printer to publish the Journal
- Identify a new circulation manager to replace Cheryl Evanciew, who has asked to be relieved of her duties
- Identify a new assistant editor to replace Stephen Petrina, effective Spring 2001
- Explore new avenues for stimulating manuscript submission

* * * End of Report * * *