

# National Association of Industrial Technology

## 2004 Annual Business Meeting



Saturday October 23, 2004  
Hyatt Regency  
Louisville, Kentucky

1. **Call to Order and Opening Remarks:** Dr. William Brauer, NAIT Executive Board Chair, welcomed the NAIT members in attendance and called the meeting to order.
2. **Review and Approval of Minutes of the November 22, 2003 Annual Business Meeting:** *A motion was made from the floor and seconded that the minutes of the November 22, 2003 Annual Business Meeting be approved. The motion was approved on a voice vote.*
3. **Executive Board Report:** Dr. William Brauer offered no report and deferred to the National Office Report by the Executive Director.
4. **National Office Report:** NAIT Executive Director Rick Coscarelli reported to the membership:
  - A. **Current Initiatives:** The Accreditation Promotion program continued with the website logo contest but had low participation. NAIT continued involvement with CHEA and ASPA, and is working toward involving ASSE with NAIT as a Safety Program Accreditation Sponsor. Caterpillar, Inc. contacted NAIT with respect to endorsing NAIT-accredited programs for CAT training purposes. Dr. Al Rudisill resigned as Chair of the NAIT Foundation and the NAIT Executive Board appointed Dr. John Earshen as his successor. NAIT established a new internal and external listserv system, which allows NAIT more internal control and efficiency in updating. NAIT continues efforts to “brand” NAIT through consistent and frequent use of logos in publications, paper supplies and web pages. The Certification Board has approved major changes in the NAIT Certification program affecting eligibility and the NAIT Certification Examination. NAIT continues to develop task primers for use of NAIT officers, accessible through the NAIT website.
  - B. **Financial:** NAIT completed the process of separating the NAIT and NAIT Foundation bank and investment accounts. After two years of financial losses, NAIT had a \$28,000 net surplus in the 2003-2004 fiscal year, the NAIT Foundation had a net surplus of about \$19,000 and the NAIT Accreditation Reserve Fund continues to build and will fund future reaccreditation visits; 2005 will see the last reaccreditation visits requiring the institution to pay a visit fee to pay visiting team expenses. NAIT’s investment funds saw a 5.68% net gain in FY 2003-2004 and NAIT is likely to continue investing more funds as cash flow allows.
  - C. **Membership:** NAIT membership stood at 1720 on June 30, 2004, as compared to 1619 at June 30, 2003.
  - D. **Certification:** The NAIT certification program continues to shrink, as more members are dropping certification than are applying for new certifications, and this has been a long-

term trend. The Certification Board has made several policy changes intended to increase the value of NAIT Certification and reverse this trend. These changes include adopting an examination-only eligibility policy, further refining the NAIT Certification Examination to make it more up-to-date and of more use as a general assessment tool for Industrial Technology programs, and beginning the development of sub-specialty exams. The new eligibility policies take effect on January 1, 2005, coincident with the implementation of fee increases, which were established to put the program on a sound financial footing.

- E. Accreditation:** With the results of 2004 activity and annual hearings, the ranks of NAIT-accredited programs will rise to 77, and 4 or 5 new programs are expected to apply for accreditation in 2005. The Standards and Accreditation Committee Chair also serves as Chair of the Personnel Committee, and John Sutton and Harold Finn have served in that capacity for several years. Harold Finn will retire from that position and Dr. Greg Schumm has been appointed to succeed him as co-chair to serve with Dr. Sutton. Coscarelli noted that he is always willing to speak to anyone who wants more information about the NAIT Accreditation program.

## **5. Special Committee & Board Reports:**

- A. Accreditation:** Dr. David Williams reported on NAIT Accreditation activity: Five associate degree programs were newly accredited with reports due in two years; three associate degree programs were reaccredited, two with a 2-year report and one with a 2-year report and visit required; 11 baccalaureate programs were reaccredited, six with 2-year report and one with a 2-year report and visit required. The Board of Accreditation also received 2-year reports from 12 programs and all were approved but one which will report again in two years. Two programs requested and were granted a 1-year extension, and one associate degree program discontinued its NAIT accreditation. The second Team Chair Training session was held on October 21. Dr. Williams thanked Harold Finn and John Sutton, co-chairs of the Personnel Committee for their leadership on chair training and specifically for their development of the Team Chair Procedures Manual. The NAIT Accreditation program looks toward a busy 2005, with applications from 16 programs for accreditation or reaccreditation received to date. Representatives of NAIT & SME met at the 2004 Convention for further discussions on creating an SME website portal that will lead to the NAIT Accreditation Website.
- B. Certification:** NAIT Board of Certification Chair Dr. Dennis Field reported on NAIT Certification Program developments: The Certification Board received no major objections to their proposal to make passage of the NAIT Certification exam the eligibility criteria for NAIT Certification, with very few comments received from NAIT officers and members following their recommendation to make this change in November 2003. The new policy will take effect January 1, 2005. The exam has been upgraded to ensure reliability and reduced to 140 questions (with 20 new question items included but not affecting scores until they are also verified as reliable); the new passing score will be a cumulative score on all four sections of the exam, as was indicated in the survey of heads and chairs conducted by Board member Dr. Mark Miller. The fee schedule will also change on January 1, with fees slightly increased to support the administrative costs of the program as recommended by NAIT's accounting firm. The new application/documentation fees are \$5 for CIT, \$75 for CSIT, \$25 for annual CIT/CSIT renewal and a \$20 exam fee. The exam material will also now include information-

gathering survey questions on the examinee's interest in graduate programs, which will be valuable in marketing NAIT graduate programs to new graduates. The exam materials will also be revised to allow direct marketing of NAIT certification to successful examinees. The Board has further work to do on developing sub-specialty exams, which were found to be of high interest in the Miller survey. Field noted that the areas of Manufacturing Technology and CAD/Drafting Technology were the top two areas in which there is interest as indicated by the Miller survey. The Certification Board adopted 3-Year Goals: 1) that at least 25 schools regularly use the exam for assessment purposes; 2) that we achieve a 10% increase in certified NAIT members; 3) that a study guide for the exam be developed in one year, for use in 2006; 4) that the board continue to update exam items with 40 new items required in one year and 160 new items within 3 years. Field noted that the Board will adopt a formal policy on updating the exam, and that the Board plans to beta test an online exam, with Texas A&M - Kingsville agreeing to be the test site.

*NAIT members discussed the report and Charles Patrick and Ahmad Zargari expressed concern that the certification exam content does not reflect what the curriculum of an accredited program may be. Coscarelli noted the specific accreditation standard, and that it is broad. Field noted that the change to a cumulative score system for the exam reflects the need for broad exam that is useful to programs with great diversity in their core curricula. Patrick requested that the exam be revised to cover all core "technical management" requirements as stated in the Accreditation Handbook.*

6. **NAIT Foundation:** Coscarelli reported that Dr. Al Rudisill has resigned his position as Chair and that Dr. John Earshen has accepted the appointment to succeed Dr. Rudisill as NAIT Foundation Board Chair. Coscarelli also noted that 39 institutions had become charter members of the NAIT Foundation through donations of \$1000, leaving only one opening in the 40-member campaign that is scheduled to conclude this year.
7. **Division Reports:**
  - A. **CCTI Division:** Frank Trocki, CCTI Division President reported that the division had a 20% increase in membership from the June 30, 2003 membership total, that the division has also conducted outreach program accreditation to institutions in Louisiana, Kentucky and Ohio with the goal of spurring attendance at the 2004 Convention, and that Past President David Devier has also conducted outreach to specific organizations such as ATEA through exhibiting NAIT at their meeting.
  - B. **Student Division:** Former Past President John Wright, Jr. reported on behalf of Past President Haig Vahradian. The IT/IQ Contest was upgraded to a PowerPoint format and the Robotics Contest added a "vision" category. The increasing popularity of the Robotics Contest could lead to as many as 15 participating teams in 2005. The Student Division Bylaws were revised in 2004 to allow direct representation of chapters by way of their advisors serving as Student Division Directors and the terms of officers were changed from one to two years.
  - C. **University Division:** The division had 10 applicants for "first-time presenter" grants, and four grants were awarded. The election process resulted in many more candidates and more competition for positions in division leadership and as representatives to NAIT

Boards, and unsuccessful candidates were contacted and solicited for other involvement in division activities.

- D. EECT Division:** Tom Scott reported that division membership is up to 126 as of the convention. The EECT Division developed a listserv, which had mixed reviews due to some technical problems. Members continued to share resources on curriculum development.
- E. Manufacturing Division:** Division President Gary Hoppes noted that membership was increased to 240 members and that a new President Elect was selected by election at the division meeting.
- F. Graphics Division:** Division Past President Benjamin Lee noted the high attendance at all breakout sessions and that the tour of Publishers Press was very successful with nearly 30 members taking the tour.
- G. Research Division:** Division President Tad Foster noted that membership was above 100 and that participation in the Graduate Research and Poster Contest was high. The division continues to develop the research forum project, which would allow pre-review of research proposals by Research Division members who are graduate students and junior faculty members.
- H. Safety:** President Elect Mandara Savage noted that the division had remained above the 50-member threshold, but that membership is a concern. The division is working on accreditation program links with ASSE.

**8. Old Business:** There was no old business.

**9. New Business:** Patrick noted that the JIT Steering Committee continues its work on recommendations about changes in JIT Policies, that he was appointed chair to succeed Fred Walker, and that the committee will meet again by conference call and use website resources to make preliminary recommendations for the Executive Board in February 2005.

**10. Service Awards:** Outgoing Executive Board Chair Dr. William Brauer and Executive Director Rick Coscarelli presented service award plaques to the outgoing Division Presidents; Coscarelli presented a service award plaque to Dr. Brauer.

**11. Installation of Officers:** Coscarelli conducted the installation ceremony for newly elected NAIT Divisional and Board officers.

**12. Adjournment:** *Mark Estep moved, seconded by Sid Connor that the Business Meeting of October 23, 2004 be adjourned. There was no discussion and the motion was approved on a voice vote. The meeting adjourned at 9:30 a.m.*