



PETAC MEETING

WHEN/WHAT/WHO/WHY

MEETING DATE: Wednesday, July 11th 2007 @ 10:00 am
LOCATION: UNH, Durham, Kingsbury Hall , Room W290
MEETING LEADER: Robert Henry (PETAC Chair 2007/2008)
ATTENDEES: See Attachment1
DOCUMENTED BY: Jennifer Ng (PETAC Secretary 2007/2008)
NEXT MEETING: September 12th 2007 @ [Walker Building, Concord, NH](#)

AGENDA

Agenda

- Approval of last meeting's minutes.
- Determine focus of 2007 - 2008, and develop agendas for the year. (RH)
- Next Meeting Schedule
- Other

HIGHLIGHTS

SUMMARY OF DISCUSSION (INCLUDING ISSUES/CONCERNS DISCUSSED):

- Chair B. Henry called the meeting to order at 10:04 am
- The last meeting minutes were approved with no changes
- The purpose of the meeting was a kick-off of the new fiscal year 2007/2008 as well as proposal of new goals and introduction of the new executives.
- The new executives are:
 - ❖ Chair: Dr. Robert Henry, P.E., PhD, UNH CEPS Assistant Dean
 - ❖ Vice Chair: Michelle Munson, Keene, NH

- ❖ Secretary: Jennifer Ng, IEEE Women in Engineering NH Chair & Engineer at Mercury Computer Systems, Inc.
- PETAC (Pre-Engineering Technology Advisory Council) was established in July 2002 and is now in its fifth year. To date, about 1300 students have been involved in the pre-engineering programs (about 25 PLTW - Project Lead The Way - or "Engineering By Design" programs).
- B. Henry asked P. Leather to give an oversight on where PETAC falls within the NH legislature:
 - ❖ PETAC references can be found in the RSA under Chapter 188-E Regional Vocational Education, Sections 188-E:14 to E:17 (<http://www.gencourt.state.nh.us/rsa/html/xv/188-e/188-e-mrg.htm>)
 - ❖ As described in the legislature, PETAC is specific to Pre-Engineering/Technology across the state of NH.
 - ❖ PLTW curriculum topics/areas served as basis but purposely not named in the legislature in order to leave the programs flexible for the Council to decide how best to expand/support curriculum for Pre-Eng/Technology purposes.
 - ❖ It is noted that the current PLTW curriculum might not meet the legislature goals (e.g. in areas of civil, Biotech, Aerospace, etc.) and there will be a need for changes to legislature.
 - ❖ Paul L gave a brief description of Carl Perkins funds (details go to <http://www.ed.gov/offices/OVAE/CTE/perkins.html>) and the roles of Virginia I, Kim R and Kevin S within the Dept. of Education and specifically in the Career & Tech Eng Center and Tech-Prep areas.
 - ❖ NY and NH states were the first 2 states to have a pre-engineering council. Now about 30 states have the same.
 - ❖ About 80 high schools in NH have a pre-engineering program. The goal is to continuously increase the numbers.
- R. Henry asked the role of PETAC as "Quality Control" and whether there is a need for a review/assessment of the current programs, given that they have been running for 5 years.
- R. Henry also asked whether the legislature wording related to PETAC is still current or if there is a need for changes.
- It was noted that there is a need for more open communication between PETAC and DoE (for instance there is a new marketing proposal that has been created by DoE but is not known to PETAC).
- As of July 1, 2007, I. Wright no longer works for the Department of Education and the DoE is advertising for a new person to fill a position similar to the one that I. Wright held - with some changes. The person will report to K. Shyne and the latter is responsible for writing the job description and hiring to meet the DoE needs. A copy of the job description will be provided by K. Shyne to PETAC for input.
- Open Questions:
 - ❖ What are the services to be provided by DoE? Need clarity of roles and responsibilities
 - ❖ How can PETAC help? Assessment/Review support?
 - ❖ How does PLTW fit with PETAC and DoE?
 - ❖ What is the review process in DoE? Is it in the Administrative Rules?
 - ❖ What is available from PLTW National?
- V. Irwin noted that it is not required for DoE (as a state agency) to continuously review the schools curriculum. The DoE review support is mostly at the beginning stage when the school asks for accreditation and then a possible 5-year check at the school request.

- Tasks committees were formed as follows
 - A. Promotion and marketing of pre-engineering programs - R. Henry, K. Shyne
 - B. Program review and quality reviews - J. Houston, D. Caron
 - C. Legislation - P. Leather, N. Major
 - D. NHCTC role with PETAC - R. Henry
 - E. Annual Report -J. Houston, I. Wright*, R. Henry, and K. Shyne
 - F. Non-profit corporation - D. McGuire
 - G. Data Access and Web support - J. Ng, K. Shyne

*I. Wright worked on last year's report

- R. Henry mentioned that initially the PETAC meetings would be on the 3rd Wednesday of the month at 8:30 am in Concord at the Walker Building. However due to his schedule, he proposed to change the PETAC meetings to the 2nd Wednesday of September, November, January, March and May. Also noting that the 2008 dates might have to be changed based on people schedules that change as the first of the New Year.
- A motion was made to adjourn at 11:37am. The vote was unanimous.

ACTION ITEMS: 11 – JUL – 2007

Updates in Blue

NO.	Assigned On	What	Who	When Due Date	Status
1					
2					
3					
4					
5					
6					
7					

ATTACHMENT 1: ATTENDEES

Appointed Members (14)			In Attendance
Robert Henry	robert.henry@unh.edu	Chair	X
Michele Munson	michelemun@comcast.net	Vice Chair	X
Jennifer Ng	jng@ieee.org	Not official yet. Secretary & Business Rep.	X
Judith Houston	jhouston@louisberger.com	Past Chair & Business Rep.	X
Val Zanchuck	vzanchuk@graphicast.com	Business Rep.	X
Paul Leather	pleather@ed.state.nh.us	Dept. of Education	X
Lynn Kilchenstein	lkilchenstein@nhctc.edu	President, NHTI	
Michael Ludwell	mludwell@mansd.org	Manchester Superintendent	
Thomas Brennan	tbrennan@kearsarge.k12.nh.us	Not official yet. Kearsage Superintendent	
Bruce D. Smith	Bruce.Smith68@verizon.net	Public Member	X
Daniel McGuire	danmcguire@gmail.com	Public Member	X
Daniel Caron	dwcaron@hotmail.com	Public Member	X
Sen. Molly Kelly	molly.kelly@leg.state.nh.us	Senate Member	
Rep. Norman L. Major	norman.major@leg.state.nh.us	House Member	X
Ex-Officio			
Robert Arredondo	raredondo@nhctc.edu	NHTI Prof. & PLTW Trainer. Representative for Lynn K.	
James Gorman	jgorman@mv.k12.nh.us	Associate Principal, Merrimack Valley High School	
Lynn Darnell	ldarnell@nhctc.edu	NHTI Prof. & PLTW Trainer	
Virginia Irwin	virwin@ed.state.nh.us	Dept. of Education. Representative for Paul L.	X
Karen White	kwhite@mansd.org	Manchester Principal. Representative for Mike L.	
Kim Runion	krunion@ed.state.nh.us	Dept. of Education	X
Guests/Staff			
Kevin Shyne	kshyne@ncia.net	Pre-Eng Staff	X