



PETAC MEETING

WHEN/WHAT/WHOM/WHY

MEETING DATE: Wednesday, November 14th 2007 @ 8:30 am
LOCATION: [Walker Building, Concord, NH](#)
MEETING LEADER: Robert Henry (PETAC Chair 2007/2008)
ATTENDEES: See Attachment1
DOCUMENTED BY: Nancy Fall - Admin NHCTC/Jennifer Ng - PETAC Secretary 2007/2008
NEXT MEETING: January 16th 2008 @ 8:30 am [Walker Building, Concord, NH](#)

AGENDA

Agenda

1. Progress status of tasks committees
 - 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
2. WIE conference discussion
3. PETAC logo contest - final steps
4. Other

HIGHLIGHTS

SUMMARY OF DISCUSSION (INCLUDING ISSUES/CONCERNS DISCUSSED):

- § Chair B. Henry called the meeting to order at 8:42 am
- § The last meeting minutes were approved with no changes.

A. Promotion and marketing of pre-engineering programs - R. Henry, K. Shyne.

K. Shyne reported that he has received promotional material in folders packets from PLTW, and E_bD. B. Henry and Kevin will determine which schools are involved, and will send them the informational material. Kevin has received information on a tabletop, booth model, which would cost approximately \$600.00; the graphics still have to be negotiated. These tools would be used at upcoming job fairs, engineering banquets, and other promotional events to market engineering programs to the general public.

K. Runion reported that the E_bD licenses are now available to schools K - 16, and will be valid for the next 3 years. Right now E_bD is free, but the 3rd year it will cost \$300.00 ~ \$500.00 to purchase the license.

Bob Henry would like to have January's meeting dedicated to discussion of the two programs in details - PLTW and E_bD - and their training in order to develop a model for the future.

B. Program review and quality reviews - J. Houston, D. Caron

J. Houston reported that PLTW has just received Certification for 5 years, and that NHTI is the training center. It is noted that PLTW is moving the accreditation task to the state (E.g. ABET). Right now this is currently done by NHTI.

K. Shyne reported that E_bD is working on the Certification process, and right now has a volunteer review process.

B. Henry would like an annual review for this past year and reviews of future years on these two programs.

C. Legislation - P. Leather, N. Major

The Council reviewed the Amendment to RSA 188:14-17, the Pre-Engineering Technology Curriculum and Advisory Council, filed by Representative N. Major. He reported that the next step will be that the Speaker's Office will assign the proposed legislation to an Education Committee. Representative Major will press to have an early hearing in January 2008. Please send any information that may be helpful to him.

N. Major also commented that it is important for members of the council to be present when the hearing is made. He will let the council know when this will happen.

D. NHCTC role with PETAC - R. Henry

The role of NHTI in PETAC was tabled until the next meeting.

E. Annual Report - J. Houston, I. Wright, R. Henry and K. Shyne

B. Henry reported that J. Houston has sent him the Annual Report, and it is very straight forward. Bob will e-mail the report to Nancy Fall who will, in turn, e-mail the report to the Council. Bob will also ask P. Leather on how to submit the formal PETAC report.

F. Non-profit corporation - D. McGuire

D. McGuire reported that he is in the process of selecting Board Members (~15 people in industry) for the new non-profit corporation named "Engineering Education of NH." Eight persons have been appointed so far. B. Henry would like a member from PETAC appointed on the Board to serve as liaison. Dan would like to see J. Houston join his subcommittee for this effort.

Dan also asked for ideas on his elevator pitch question "would kids not in PLTW or similar programs still go into engineering?" What about FIRST events which are based in NH and known nationwide?

We need to advertise more about PLTW in NH schools on our website. An idea would be to also ask a FIRST coordinator to be part of PETAC as ex-officio. This will greatly consolidate similar efforts in

NH. PETAC should also look at all competitions in NH and gather all the information on the website to be available to all schools.

G. Data Access and Web support - J. Ng, K. Shyne

J. Ng reported that she has worked on the revision of the web site with input from K. Shyne and K. Runion for the last couple of months, and has gathered information that was sent. Jennifer showed the Council the prototype home page and how to navigate it. The home page has just re-organized and cleaned up at this point (subpages are still in the old format). The next steps would be to review the current data with the council members and update as needed.

Council members agreed that the new website will serve as "Educational Portal" for NH pre-engineering programs and activities. The home page should use these words (or similar) to convey this global idea and re-arrange the supporting data accordingly.

The re-design will be shown at the next meeting in January.

2. WIE Conferences - R. Henry

B. Henry reported that there will be two (2) different conferences for Women in Engineering. The first one will be held in the spring for 10th and 11th graders at UNH. The topic will be the same, but with a different angle: there will be demonstrations first; four speakers, and finally a small panel. The conference will be held from 9:00 a.m. until 12:00 and most likely during the March break. The second conference will be held in the fall for the 8th and 9th graders, possibly being held at NHTI. B. Arredondo will check the availability at NHTI.

3. PETAC logo contest - J. Ng

J. Ng reported that the contest information regarding the PETAC logo is almost ready to be sent to all schools in NH. Two things are still outstanding: prizes for the student(s) - can be a group of 5 max or individual student and venue/timing. PETAC needs to raise money (about \$1,500.00) to support the competition (including prizes, lunch for the winning school and a plaque for the school/student(s)). After much discussion, it was decided that Jennifer will send out the contest information on March 1st, giving the students about 2 months, and the award will be given in June (to coincide with the Eddies). Details for the competition and prizes will be finalized at the next PETAC meeting. Anyone who has ideas for prizes or can get contribution for the prizes, please contact J. Ng by the next meeting.

4. Other

§ M. Munson reported that there will be a 'UNH Technical Day Camp' this coming summer. The camp will be held for two weeks (late July/early August) for 7th through 10th graders, and will focus on computer science, electrical engineering, etc. It will be open to thirty students. The cost will be about \$200 per student.

§ J. Ng reported that she attended an IEEE Conference recently, and that the summit had been about the growing demand for engineers and educators (2010 to 2020). Approximately 130 people attended (over 25 countries represented) and Jennifer noted that many of them had common engineering concerns. The next steps will be for IEEE to fund a program to work on the action items provided by the different workgroups. To read more about the event, go to the [IEEE NH Section December 2007 newsletter](#)

The next PETAC meeting will be held at the Walker Building, in Concord, on January 16th 2008 at 8:30 a.m.

A motion was made to adjourn at 11:03 a.m. The vote was unanimous.

ACTION ITEMS: 14 – NOV – 2007 UPDATE

Updates in Blue

NO.	Assigned On	What	Who	When Due Date	Status
1	12-Sep-2007	Create a PETAC promotional kit draft	K. Shyne	14-Nov-2007 09-Jan-2008	In Progress
2	12-Sep-2007	Send IEEE TISP material/info to K. Shyne	J. Ng	19-Oct-2007	Closed on 06-Oct-2007
3	12-Sep-2007	Send NHJES conference information to Council	R. Henry	19-Oct-2007	Closed
4	12-Sep-2007	Setup meeting w/ DRED representative(s) and R. Henry	P. Leather	19-Oct-2007	Open
5	12-Sep-2007	Create new subcommittee to explore opportunities in middle schools	R. Henry	19-Oct-2007	Open
6	12-Sep-2007	Discussion of L. Kilchenstein resignation and replacement	R. Henry and P. Leather	19-Oct-2007 09-Jan-2008	Open
7	12-Sep-2007	Send PETAC 2006/2007 Annual Report to Nancy Fall to distribute to Council members and guests	R. Henry	19-Oct-2007 09-Jan-2008	Open

NO.	Assigned On	What	Who	When Due Date	Status
8	12-Sep-2007	Approach NHTI for WIE fall 2008 conference	B. Arredondo	14-Nov-2007 09-Jan-2008	Open
9	12-Sep-2007	Send email to gather ideas for website	J. Ng	19-Oct-2007	Closed on 28-Sep-2007
10	12-Sep-2007	Setup demo of website for next meeting	J. Ng	14-Nov-2007	Closed on 14-Nov-2007
11	12-Sep-2007	Send website access information to J. Ng	K. Shyne	19-Oct-2007	Closed on 18-Sep-2007
12	12-Sep-2007	Create document for PETAC logo contest and send to Council members for review	J. Ng/M. Munson/B. Smith	19-Oct-2007	Closed on 28-Sep-2007
13	14-Nov-2007	List of accredited schools and list of those to come in the future (PLTW and EbD)	B. Arredondo K. Shyne	09-Jan-2007	Open
14	14-Nov-2007	Send Council members information on when they need to be present for the hearing of the amendment	N. Major	TBD	Open
15	14-Nov-2007	Ask P. Leather on how to file formal PETAC Annual Report	B. Henry	09-Jan-2008	Open
16	14-Nov-2007	Contact FIRST to see if they would like to be ex-officio on PETAC	D. McGuire	09-Jan-2008	Open

NO.	Assigned On	What	Who	When Due Date	Status
17	14-Nov-2007	Final ideas/comments on website re-design	ALL	10-Dec-2007	Open
18	14-Nov-2007	Create draft schedule for March 2008 WIE conference	B. Henry	09-Jan-2008	Open
19	14-Nov-2007	Create "Save the Date" announcement/webpage	J. Ng	09-Jan-2008	Open
20	14-Nov-2007	See if Apple would be interested to have a full demo during the March 2008 WIE Conference	B. Henry	09-Jan-2008	Open
21	14-Nov-2007	Send Ideas/contributions to PETAC logo contest	ALL	09-Jan-2008	Open

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 Zanchuk	vzanchuk@graphicast.com	Business Rep.	X
Paul Leather	pleather@ed.state.nh.us	Dept. of Education	
Lynn Kilchenstein	lkilchenstein@ccsnh.edu	President, NHTI	
Michael Ludwell	mludwell@mansd.org	Manchester Superintendent	
Thomas Brennan	tbrennan@kearsarge.k12.nh.us	Not official yet. Kearsage Superintendent	X
Bruce D. Smith	Bruce.Smith68@verizon.net	Public Member	
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	X
Rep. Norman L. Major	norman.major@leg.state.nh.us	House Member	X
Ex-Officio			
Robert Arredondo	rarredondo@ccsnh.edu	NHTI Prof. & PLTW Trainer. Representative for Lynn K.	X
James Gorman	jgorman@mv.k12.nh.us	Associate Principal, Merrimack Valley High School	
Lynn Darnell	ldarnell@ccsnh.edu	NHTI Prof. & PLTW Trainer	X
Virginia Irwin	virwin@ed.state.nh.us	Dept. of Education. Representative for Paul L.	
Karen White	kwhite@mansd.org	Manchester Principal. Representative for Mike L.	X
Kim Runion	krunion@ed.state.nh.us	Dept. of Education	X
Guests/Staff			
Kevin Shyne	kshyne@ncia.net	Pre-Eng Staff	X
Nancy Fall	nfall@ccsnh.edu	NHCTC Staff	X