



PETAC MEETING

WHEN/WHAT/WHO/WHY

MEETING DATE: Wednesday, September 12th 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: **November 14th 2007 @ 8:30 am** [Walker Building, Concord, NH](#)

AGENDA

Agenda

1. Progress status of tasks committees (10 mins max/each)
 - 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
4. Other

HIGHLIGHTS

SUMMARY OF DISCUSSION (INCLUDING ISSUES/CONCERNS DISCUSSED):

- Chair B. Henry called the meeting to order at 8:40 am
- The last meeting minutes were approved with no changes

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

K. Shyne has been contacting different people in High Schools to look at Pre-Engineering programs, e.g. Folk Technology, US First, etc. to have them understand the representation of PETAC, and to be able to work with them. Currently there are 25 high schools involved in PLTW, and a couple in the middle schools. Engineering By Design is already tied in, and Technology Education Concepts are in 7 or 8 middle schools.

Kevin reported that many schools do not know what this Council is, and inquired how we make them aware of what/when things are happening. R. Henry noted that we have industry in dire need of employees, and we have educational infrastructure that doesn't know what is available. It seems that there is a communication gap/vacuum amongst parents, educators, industry and government. Bob suggested that there could be an Expo to involve industry for job opportunities, schools, PLTW, Engineering By Design, and PETAC, to bring everyone together.

V. Zanchuk reported that there will be a Manufacturing Summit, at the Grappone Center, on December 11th. The Governor will be in attendance. MEP and DRED are involved and Val will be talking with contacts on Friday. J. Ng mentioned that the NHJES 1st Annual Joint Engineering Societies Conference, on Thursday, October 11, 2007, was going to be held at the Executive Court Banquet Facility at the Yard, in Manchester. Five different seminars will be held and credits will be given to attendees. B. Arredondo suggested that PETAC have a booth there. Bob reported that we are not prepared and that all PETAC materials were mainly PLTW information and do not illustrate what PETAC stands for. Bob also noted that PETAC should start building a "road show" promotional kit. J. Ng also suggested using the website URL on any promotional material as a good way to disseminate information in the future (after the re-design). K. Shyne took the action to start on the kit.

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

D. Caron reported that he has not had a chance to do much so far; just received Certification in PLTW, and Engineering By Design is working on the Certification process. R. Henry noted that we need to gather all the information about what PETAC is doing, and also define the role of PETAC. Currently it is not clear in the legislature. It was noted that PETAC members who have done the certification before are J. Houston and V. Zanchuk.

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. Norman reported that from September 10th through the 21st, new legislation can be introduced. Once introduced, the bill will be assigned a bill number and a hearing date, and some Council Members will have to attend the hearing.

R. Henry, P. Leather and N. Major will meet with DRED officials to discuss on the manufacturing topic. After much discussion, it was decided that "manufacturing to expand" will be added to the Amendment. Also, "Public Secondary School" will replace "Public High School" to include Middle Schools in the future, if needed. Bob asked that all PETAC Council members give him their input and suggestions about the amended legislature no later than Monday, September 17th.

Other discussion revolved about the minimum curriculum requirements reduced from 5 to 3 and whether there will be consequences to this change. K. Runion commented that the advantage of this change will be fewer restrictions for schools to get the funding for \$25K. However for the \$50K, a two-year full certification and other requirements are still needed.

D. NHCTC role with PETAC - R. Henry

Bob Henry reported that NHTI President L. Kilchenstein would like to submit her resignation to the PETAC Council, due to her workload and schedule, and have B. Arredondo replace her (Bob is already her official designee currently). P. Leather was not comfortable with this change and noted that there are other people at her level that could fill the needed PETAC position. R. Henry reported

that for the moment, Lynn will still be the official representative (with B. Arredondo as designee) and will discuss more with P. Leather off-line.

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

R. Henry reported that J. Houston has sent him the Annual Report, and it is very straight forward. Bob will e-mail the report out to the Council.

F. Non-profit corporation - D. McGuire

D. McGuire reported that there has not been a lot of progress during this summer and he is still trying to get responses from his contacts. Due to the bureaucracy, he has not been able to complete the Non-profit Corporation. He hopes to have more to report at the next meeting. J.Ng asked for a refresher on that topic: the focus is to create a non-profit organization where business can invest money instead of individually and where the money will be used to fund the activities.

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

J.Ng has met with I. Wright to do a handoff for the web site data, and is working on moving the accounts to K. Shyne. Kevin reported that part of the site will be re-designed for better clarity and effectiveness - there is even a possibility of outsourcing this effort in the future, if needed. R. Henry reported that the Council should discuss what should be on there, such as job opportunities, school funding, and what the site needs to attract attention. Jennifer will send out an e-mail to everyone by October 1st to get ideas for the new site. The goal of the re-design will also look at an easy maintenance (e.g. once a week) to reduce overhead on the DoE staff. At the next meeting in November, the Council will be given a demonstration of the site with some top-level changes. Kevin will send new access information to Jennifer as soon as the accounts changes are set.

2. WIE Conferences - R. Henry

R. Henry asked if the Council wishes to have two different conferences for Women in Engineering: one being in spring 2008, for grades 10 and 11, while the other being fall 2008 for grades 8 and 9. After much discussion, Bob decided to hold the event for spring event at UNH. B. Arredondo agreed to look into the fall event at NHTI. K. White and J.Gorman offered to help Bob in coordinating the event.

Other discussion included a potential Open House Awareness night w/ the parents. The main issue would be that the state is very large and hence we should also consider having North NH and South NH venues in order to accommodate as many people as possible. B. Smith commented that there seems to be a certain aversion to the word "Engineering" so potentially we should look into using the word "Technology" as an alternative.

3. PETAC logo contest - J. Ng

J.Ng introduced the idea of a PETAC logo contest: essentially ask students and/or groups of students, to come up with a logo for PETAC. The logo subcommittee will consist of J.Ng, M. Munson and B. Smith. Jennifer will create a draft document (containing contest details such as design criteria, contact information, etc.) for the council to review by October 1st. Ideas for the prizes included Apple nano ipods, plaque for the school, pizza lunch for the students, etc. V. Zanchuk would like to sponsor one or several prizes. R. Henry mentioned that college scholarships might be very interesting as well.

4. Other

- P. Leather reported that he has had several meetings at DRED, with Commissioner Bald, and M. Vlachich, concerning the manufacturing community in regards to recruiting students. Many students do not know what engineering or manufacturing is about. Paul noted there will be a Manufacturing Summit, at the Grappone Center, on December 11th. R. Henry suggested that a PETAC presence at the Summit might be very beneficial. Anyone interested in pursuing this should contact Bob.

- Val Zanchuk reported that his company, Graphicast, Inc., was listed in the Top 5000 fast-growing private companies in the U. S. Congratulations Val!
- K. Shyne reported that he and K. Runion will be attending an Engineering By Design Conference next week.
- K. Shyne thanks all the Council members for input in the job description and noted that the ad will be in the Sunday paper with a goal of filling the position as soon as possible.
- D. McGuire reported that he visited a couple of PLTW schools with I. Wright in the past and was not impressed with the schools. K. White invited him to her school to visit in the near future.

The next PETAC meeting will be held at the Walker Building, in Concord, on **November 14th, 2007 at 8:30 a.m.**

A motion was made to adjourn at 10:35am. The vote was unanimous.

ACTION ITEMS: 12 – SEP – 2007

Updates in Blue

| NO. | Assigned On | What | Who | When Due Date | Status |
|-----|-------------|--|-------------------------|------------------|-----------------------|
| 1 | 12-Sep-2007 | Start on a PETAC promotional kit draft | K. Shyne | 14-Nov-2007 | Open |
| 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 | Open |
| 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 | Open |
| 7 | 12-Sep-2007 | Send PETAC 2006/2007 Annual Report to Council members and guests | R. Henry | 19-Oct-2007 | 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 | 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 | Open |
| 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 |

ATTACHMENT 1: ATTENDEES

| Appointed Members (14) | | | In Attendance |
|------------------------|--|---|---------------|
| Robert Henry | robert.henry@unh.edu | Chair | X |
| Michele Munson | michelemun@comcast.net | Vice Chair | |
| Jennifer Ng | jng@ieee.org | Not official yet. Secretary & Business Rep. | X |
| Judith Houston | jhouston@louisberger.com | Past Chair & Business Rep. | |
| Val Zanchuk | vzanchuk@graphicast.com | Business Rep. | X |
| Paul Leather | pleather@ed.state.nh.us | Dept. of Education | X |
| 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 | |
| Bruce D. Smith | Bruce.Smith68@verizon.net | Public Member | X |
| Daniel McGuiure | danmcguiure@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 | 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 | X |
| 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 |