Welcome to the TED-ACTE internet mailing listserv. A mailing list provides a way to send e-mail messages simultaneously to everyone that is a subscriber. This list provides a way to stay in touch as we proceed with our association tasks. To subscribe, send an email message to:
MAILSERV@UNI.EDU - in the body type:
SUB TED-ACTE. You may post messages to the list by sending your message to: TED-ACTE@uni.edu

ACTE Phone Number: 1-800-826-9972
ACTE Fax No. 1-703-683-7424
ACTE Web Site: http://www.acteonline.org
From the Division President

Joseph A. Scarcella, Ph.D.

To the Leadership of the Technology Education Division:

Morale, like technology, can be used for ill or will. It too can have positive or negative impacts when working toward an objective. In point, morale, without mission and purpose, has little effect when taking action in a direction and often can become stifled due to the lack of harnessing of human potential positively. Morale, for this post, was intended to be positive, as what we do in Technology Education does indeed make a positive difference for all humankind.

Morale in Technology Education is when technology educators have the confidence to believe their profession is the best discipline in education; their programs are the best in the region; their classes the best in their district; and that they themselves are the great teachers. Morale is that quality that says, “Technology Education Can and It Will.” Such synergy keeps working for its mission when others say it cannot be done.

As a division, I believe we have such synergy. During the last year we have successfully planned and orchestrated results. Several task forces have been implemented to tackle some division concerns over the next two years. The divisions Task Forces are as follows: Strategic Issue 1 - Division Organization Structure; Strategic Issue 2 - TED Strategic Planning; Strategic Issue 3 - Membership; Strategic Issue 4 - Professional Development; and Strategic Issue 5 - TED Publications and Resource Materials.

To underscore what has been accomplished thus far, Bob Putnam is currently working toward division organization structure by the planning of a TED President Elect election for the spring of 2004. The goal of this election is for creating division continuity through the representation of a President Elect, President, and Past President for the division. George Rogers is currently leading a task force for the division strategic planning. Erv Dennis has been responsive to membership issues and concerns. Conference planning is currently underway through the efforts of Charles Johnson. He is also seeking new avenues for professional development. Andy Shultz is currently working with ACTE headquarters on Technology Education publication and resource materials. Ethan Lipton and others have been developing the TED News that is hoped to share information with those teaching in the field. Additional materials such New Member Information, the Division Handbook, Resource Materials, Teaching Tips, and more have been added to the ACTE/TED website...take a look! Others too have made a difference through bylaws changes and their involvement. It is hoped all members will contribute by providing additional insightful information. The division encourages everyone’s' input.

To that end, the division must continue to strategically develop strategies for successfully bringing Technology Education to the forefront of education. As this is your division, it is important that each of us continue to strive toward moving our division's agenda forward for the good of the cause. This year, we need to clearly define the deliverables for meeting these task force issues in the next two years, while having an open mind, with meaningful dialogue about what the division wants to accomplish with membership at the top of each of our agenda's.

As the changing world of Technology Education presents several challenges, the division would like to invite you to participate on any of the task forces for long-term and significant impact on the future growth and direction of the division. I believe if we work together as a unified front,
we can look forward to a promising future.

I look forward to working hard for you, with you, and for the profession.

Best Regards

Joseph A. Scarcella, Ph.D.
President
jscarcel@csusb.edu
From the Division Policy Committee Chair

A.R. "Bob" Putnam

To the leadership of the Technology Education Division:

Another productive year has again flown by and a new fiscal year is upon us. First, I wish to express gratitude and appreciation to the Division officers and chairs who have served Technology Education so well. Joe Scarcella, President, Andy Schultz, Secretary, Nate Moore, George Rogers and Craig Haugsness, Elected Representatives, have all rendered inspired leadership to the Division and membership. Division committee chairs Howard Lee, Joe Burke, Ethan Lipton, Craig Haugsness, Erv Dennis, Nate Moore, Brenda Martin, Dominick Fazarro, Rosanne White, and Holly Conner all have done much to make your Division successful. I also wish to thank the TED members on ACTE standing committees who represented us so well; Joe Burke, Holly Connor, Pat Foster, Jay Evans, Ethan Lipton, Craig Haugsness, Doug Hammer and Charles Johnson, who, in addition to chairing the ACTE Professional Development Committee, also chaired this year’s convention program. I especially wish to thank Holly Conner, who, in addition to acting as Diversity Committee chair, took on much responsibility for Policy Committee communication as an internship experience.

Under the leadership of our Technology Education President, we are planning an especially challenging and rewarding year. After an analysis of where we have been and a projection of where we wish to go as a Division Joe has appointed three Ad-Hoc Committees to act as task forces with specific goals, and all three are already at work. George Rogers will chair the task force with the charge of bringing our Technology Education Division Strategic Plan up to date. Andy Schultz, an experienced and successful author and publisher, will head the task force to increase Technology Education Division publication. The task force charged with suggesting an alternative Divisional organization to better align our leadership structures with our core mission while maintaining our representation in the overall ACTE framework will be chaired by yours truly.

Finally, I wish to remind everyone that without a viable, active and involved membership, no amount of organization will succeed. As your Policy Committee chair, I challenge you to recruit at least three new members, and at least one new standing committee member in the next year. Remember that while direction and challenge are important to accomplishment, results can only be achieved by the efforts of us all.

Bob Putnam
Policy Committee chair
bputnam@siu.edu
FOREWORD

This handbook of operating policies for the 2003-2004 year includes the scope and operational characteristics of the Division and outlines the specific goals, duties and responsibilities of all persons designated with leadership responsibilities. As a recipient of this publication, you have a professional obligation to complete all requirements and fulfill all expectations to the best of your ability.

The annual revision of this document is the responsibility of the Chair of the Policy Committee for the Technology Education Division (TED) in accord with the following timetable:

Task

Completion Date

1. Prepare and distribute to each Chair forms for the updating of committee goals, tasks, rosters and budget requests.

November 1

2. Chairs complete the required forms in cooperation with their committees and submit to the Policy Committee Chair.

December – during ACTE Convention at the conclusion of the Division’s committee work session.

3. Complete first draft and submit to Planning Committee for approval.

March – during convention and Division planning meetings.

4. Make all recommended editorial changes and send to all TED Policy Committee and committee members.

June 15

If you have questions or require assistance, please do not hesitate to contact the chair of the TED Policy Committee.
QUICK REFERENCE LIST - 2002-2003

TED Policy Committee -

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph A. Scarcella</td>
<td>TED President/ ACTE Vice-President - 2005</td>
</tr>
<tr>
<td>A.R. (Bob) Putnam</td>
<td>TED - PC Chair - 2005</td>
</tr>
<tr>
<td>Andrew Schultz</td>
<td>TED Secretary - 2006</td>
</tr>
<tr>
<td>Nate Moore</td>
<td>TED Elem./Sec. Representative - 2004</td>
</tr>
<tr>
<td>George Rogers</td>
<td>TED Post Secondary Representative - 2004</td>
</tr>
<tr>
<td>Craig Haugsness</td>
<td>TED Supervision Representative - 2006</td>
</tr>
</tbody>
</table>

TED Committee Chairs -

- Howard Lee - Awards - 2004 - leeh@uwstout.edu
- Joe Burke Jr. - Bylaws - 2006 - jburk84468@aol.com
- Holly Connor - Diversity - 2006 - hconnor10@hotmail.com
- Charles Johnson - Convention Chair - 2003
- Ethan Lipton - Editorial & Publications - 2006 - elipton@exchange.calstatela.edu
- Craig Haugsness - Legislative & Resolutions - 2004 - cah@ksde.org
- Joe Scarcella/Michael D.Wright - Liaison - TED/ITEA - 2005
  jscarcel@csusb.edu / mwright@cmsu1.cmsu.edu
- Ervin A. Dennis - Membership - 2005 - ea.dennis@cfu.net
- Nate Moore - Nominating - 2005 - nmoore4@mindspring.com
- Brenda Martin/Dominick Fazarro - Research - 2006
  fazarrod@uapb.edu / drmartin98bam@yahoo.com
- Rosanne White - Student Organizations - rwhite@tsaweb.org

Ad-Hoc Committee(s) - As needed

Ad-Hoc Committee for Strategic Planning - George Rogers
Ad-Hoc Committee for Division Organization - A. R. (Bob) Putnam
Ad-Hoc Committee for Technology Publication - Andrew Schultz

ACTE General Standing Committees

- Joe Burke Jr. - Bylaws - 2006 - jburk84468@aol.com
- Holly Connor - Diversity - 2006 - Hconnor10@hotmail.com
- Patrick Foster - Editorial & Publications - 2004 - FosterP@mail.ccsu.edu
- Farley Herzek - Legislative - 2005 - fherzek@lbcc.edu
- Ethen Lipton - Public Information - 2006 - elipton@exchange.calstate.edu
- Craig Haugsness - Resolutions - 2004 - cah@ksde.org
- Charles Johnson - Professional Development - 2006 - charles.johnson@uni.edu
- Doug Hammer - Nominating Representative - 2005 - afdeh@uaa.alaska.edu
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TECHNOLOGY EDUCATION DIVISION

ASSOCIATION for CAREER and TECHNICAL EDUCATION

POLICY COMMITTEE

Goals:

1. Promote technological literacy through the provision of technology education for all students.

2. Strive to promote unity within the profession among all technology and career and technical educators.

3. Develop leaders for the profession by providing opportunities to assume responsibilities and to lead.

4. Maintain continuous input into the overall structure of the ACTE and its Program of Work.

5. Consider and make recommendations concerning any and all proposed actions of the ACTE that may relate to technology education.

6. Establish committees when necessary to meet the needs of the Division and/or the advancement of technological literacy.

DEPARTMENT REPRESENTATIVES, ELECTED

Duties and Responsibilities:

1. Representatives will develop a list of key issues faced by their constituency.

   - Use a systematic means of developing the issues.

   - Submit to TED Policy Committee Chair and Convention Program Chair prior to the annual convention on the form shown in Appendix B.

2. Each representative should prepare a proposal for at least one major convention program.

   - Submit proposal to convention chair by February 1 complete with title, speaker's name and address, program description, objectives, etc.

3. Each elected representative should select their own committee, preferably from each ACTE region, to assist him/her in the delivery of the objectives and duties.
TYPES OF COMMITTEES

1. **POLICY COMMITTEE** - Consists of six elected members responsible for implementing operating policies and procedures (see pages 9-10).

2. **DIVISION PLANNING COMMITTEE** - Consists of six elected members of Policy Committee and the Convention Program Chair. Responsible for convention program and in general, assure that all current concerns in technology education are given appropriate attention by the Division during the convention (See V-C of the Operating Policies, Appendix A).

3. **STANDING COMMITTEES** - Established in accord with V-B of the Bylaws. Chair may also represent the Division on ACTE general committees.

4. **ACTE AD-HOC COMMITTEES** - Special ACTE general committees which, for the exception of the Nominating Committee, include members from the TED at the discretion of the ACTE Executive Board.

5. **TED AD-HOC COMMITTEES** - Established by the Policy Committee based on priority concerns or tasks.

Committee Liaison Responsibilities

With a number of standing and Ad Hoc TED committees, it is difficult for any one elected officer to coordinate the activities and responsibilities of each committee. To improve committee liaison with elected policy committee members, the following liaison responsibilities and assignments have been agreed upon.

**Responsibilities:**

1. Coordinate and encourage committee activity throughout the year.
2. Assist with preparing committee goals and tasks.
3. Assist with committee member identification.
4. Assist in establishing committee budget needs.
5. Assist in preparing and collecting annual reports.
Policy Committee Chair

Liaison  Nominating

Convention

Secretary

Membership  Awards


Diversity  Student Organizations

Teacher Education/Post Secondary Representative

Editorial & Publications  Research

Supervision Representative

Bylaws  Legislative & Resolutions
Association for Career and Technical Education
TECHNOLOGY EDUCATION DIVISION

POLICY COMMITTEE

ELECTED MEMBERS

July 1, 2002 - June 30, 2003

Office Name/Address Term/Contact Information

President
Joseph A. Scarcella Region 5
Department of Science, Mathematics, and Technology Education
College of Education
California State University, San Bernardino
5500 University Parkway
San Bernardino, CA 92407

June 30, 2005
Hm: 909-864-2600
Bus: 909-880-5287
Fax: 909-880-7040
Email: jscarcel@csusb.edu

Chair, Technology Education Policy Committee
A.R. (Bob) Putnam Region 3
Department of Workforce Education and Development
Southern Illinois University Carbondale
475 Clocktower Drive
Pulliam Hall 212
Carbondale, IL 62901-4605

June 30, 2005
Bus: 618-453-3321
Fax: 618-453-1909
Hm: 618-351-9974
Email: bputnam@siu.edu

Secretary
Andrew Schultz Region 1
Program Chair ITE
147 ITE Bldg
Central Michigan University
Mt. Pleasant, MI 48859
Elementary/Secondary Representative
Nate Moore
Chair, Industrial Technology
Wm. Chrisman High School
1223 N. Noland Road
Independence, MO 64050

Supervision Representative
Craig Haugsness
Kansas State Dept. of Education
120 S. E. 10th Ave.
Topeka, KS 66612-1182

Teacher Education/Post Secondary Representative
George Rogers
Purdue University
Department of Industrial Technology
1416 Knoy Hall
West Lafayette, IN 47907
# TECHNOLOGY EDUCATION DIVISION COMMITTEE CHAIRS

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair/Address</th>
<th>Term/Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Awards</strong></td>
<td>Howard Lee</td>
<td>Region 3</td>
</tr>
<tr>
<td></td>
<td>University of Wisconsin Stout</td>
<td>Success</td>
</tr>
<tr>
<td></td>
<td>Communications, Education and Training</td>
<td><strong>Term:</strong> June 30, 2004 <strong>Bus:</strong> 715-232-1311 <strong>Fax:</strong> 715-232-1274 <strong>Email:</strong> <a href="mailto:leeh@uwstout.edu">leeh@uwstout.edu</a></td>
</tr>
<tr>
<td><strong>Bylaws</strong></td>
<td>Joe Burke Jr.</td>
<td>Region 3</td>
</tr>
<tr>
<td></td>
<td>Durant High School</td>
<td><strong>Term:</strong> June 30, 2006 <strong>Bus:</strong> 580-924-6399 <strong>Hm:</strong> 580-924-3291 <strong>Fax:</strong> 580-924-4434</td>
</tr>
<tr>
<td></td>
<td>1614 Lakspur Lane</td>
<td>Email: <a href="mailto:Jburk84468@aol.com">Jburk84468@aol.com</a></td>
</tr>
<tr>
<td><strong>Diversity</strong></td>
<td>Holly Connor</td>
<td>Region 3</td>
</tr>
<tr>
<td></td>
<td>Student Trainee HR Specialist</td>
<td><strong>Term:</strong> June 30, 2006 <strong>Bus:</strong> 702-293-8016 <strong>Fax:</strong> 702-293-8416 <strong>Hm:</strong> 702-557-7522</td>
</tr>
<tr>
<td></td>
<td>Bureau of Reclamation</td>
<td>Email: <a href="mailto:hconnor10@hotmail.com">hconnor10@hotmail.com</a> or <a href="mailto:hconnor@LC.USBR.gov">hconnor@LC.USBR.gov</a></td>
</tr>
<tr>
<td></td>
<td>Lower Colorado Region</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PO Box 61470</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boulder City, NV 89006-1470</td>
<td></td>
</tr>
</tbody>
</table>
Editorial and Publications

Ethan Lipton  Region 5
Cal State University, Los Angeles
5151 University Drive
Los Angeles, CA 90032

June 30, 2003
Bus: 323-343-4550
Hm: 310-827-1863
Fax: 323-343-4555
Email: elipton@exchange.calstatela.edu

Legislative & Resolutions

Craig A. Haugsness  Region 5
Kansas State Department of Education
120 SE 10th Ave.
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June 30, 2004
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Fax: 785-296-3523
Email: cah@ksde.org
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Michael D. Wright Region 3
Central Missouri State University
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Bus: 660-543-4452
Fax: 660-543-8753
Email: mwright@cmsu1.cmsu.edu
Nominating
Nate Moore  
Chair, Industrial Technology
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June 30, 2005
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Email: nmoore@indep.k12.mo.us

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June 30, 2006
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Email: drmartin98bam@yahoo.com

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Industrial Technology Program
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Mail Slot 4987

June 30, 2006
Bus: 870-575-8887
Email: fazarro_d@uapb.edu
Student Organizations
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Executive Director
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1914 Association Drive
Reston, VA 22091

Bus: 703-860-9000
Fax: 703-758-4852
Hm: 703-938-8434
Email: rwhite@tsaweb.org
TED Affillitate - NAITTE
Roger Hill – President
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Dept. of Occupational Studies
RC 209; 850 College Station Rd.
Athens, GA 30602
Bus: 706-542-4100
Fax: 706-542-4054
Email: rbhill@arches.uga.edu

Charles W. Gagel – President Elect
University of Idaho-Boise
800 Park Boulevard, Ste. 200
Boise, ID 83712
Bus: 208-364-9902
Fax: 208-364-4035
Email: cgagel@uidaho.edu
ACTE GENERAL COMMITTEE REPRESENTATIVES

The following TED Members represent the Division on ACTE committees. All committee assignments are for three-year terms except for the Nominating Committee, which is for two years, January 1 through December 31.

**Committee**  
**Name/Address**  
**Term/Telephone**

**Bylaws**  
**Joseph Burke Jr.**  
Region 3  
18209 E. 25th Court S.  
Independence, MO 64057

June 30, 2005  
Hm: 816-795-1621  
Fax: 816-795-8179  
Email: jburke84468@aol.com

**Diversity**  
**Holly Connor**  
Region 3  
Student Trainee HR Specialist  
Bureau of Reclamation  
Lower Colorado Region  
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Boulder City, NV 89006-1470

June 30, 2006  
Bus: 702-293-8016  
Fax: 702-293-8416  
Hm: 702-557-7522  
Email: hconnor10@hotmail.com or hconnor@LC.USBR.gov
Editorial & Publications

Patrick Foster
Central Connecticut State University
School of Technology
Technology Education Dept.
1615 Stanly Street
New Britain, CT 06050

June 30, 2004
Work: 860-832-1850
Hm:
Fax: 860-832-1804
Email: FosterP@mail.ccsu.edu

Legislative

Farley Herzek
Dean
School of Trades & Industrial Technologies
Pacific Coast Campus
1305 E. Pacific Hwy.
Long Beach, CA 90806

June 30, 2006
Bus: 562-938-3057
Fax: 562-938-3973
Email: fherzek@lbcc.edu

Membership

Ervin A. Dennis
UNI Professor Emeritus
1034 West 15th St.
Cedar Falls, IA 50613-3659

June 30, 2005
Hm: 319-266-8432
Fax: 319-266-5042
Email: ea.dennis@cfu.net
Nominating Committee
Doug Hammer  Region 5
Kodiak College
117 Benny Benson Drive
Kodiak, AK 99615

June 30, 2005
Bus: 907-486-1220
Fax: 907-486-1250
Hm: 907-486-9486
Email: afdeh@uaa.alaska.edu or dhammer@kodiak.alaska.edu

Professional Development
Charles D. Johnson  Region 3
Department of Industrial Technology
University of Northern Iowa
1222 West 27th Street
Cedar Falls, IA 50614-0178

June 30, 2006
Bus: 319-273-2561
Fax: 319-273-5818
Hm: 319-268-0948
Email: charles.johnson@uni.edu

Public Information
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Cal State University, Los Angeles
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Los Angeles, CA 90032

June 30, 2006
Bus: 323-343-4550
Hm: 310-827-1863
Fax: 323-343-4555
Email: elipton@exchange.calstatela.edu
Resolutions
Craig A. Haugsness
Kansas State Department of Education
120 SE 10th Ave.
Topeka, KS 66612-1182

June 30, 2004
Bus: 785-296-7285
Fax: 785-296-3523
Email: cah@ksde.org
TECHNOLOGY EDUCATION DIVISION OF ACTE (formerly AVA)
Past Vice Presidents (+ Deceased)

1954-1957
Joseph J. Carrel +
Purdue University
Lafayette, IN

1957-1960
Shriver L. Coover +
California University of Pennsylvania
California, PA

1960-1963
John A. Jarvis +
University of Wisconsin-Stout
Menomonie, WI

1963-1966
William R. Mason +
Bermuda Run Box 566
Advance, NC

1966-1969
G. Harold Silvius +
Wayne State University
Detroit, MI

1969-1972
Rutherford E. Lockette +
University of Pittsburgh
Pittsburgh, PA

1972-1975
Ernest L. Minelli
Central Michigan University
Mount Pleasant, MI

1975-1978
Richard C. Erikson +
University of Missouri-Columbia
Columbia, MO

1978-1981
Ralph V. Steeb
Florida Department of Education
Tallahassee, FL

1981-1984
Michael J. Dyrenfurth
University of Missouri-Columbia

1984-1987
Niel A. Edmunds
University of Nebraska
Lincoln, NE

1987-1990
Thomas L. Erekson
Bowling Green State University
Bowling Green, OH

1990-1993
Douglas E. Hammer
University of Alaska-Anchorage
Anchorage, AK

1993-1996
Lowell D. Anderson
Indiana State University
Terre Haute, IN

1996-1999
William D. (Bill) Snelson
Putnam City “Original” High School
Oklahoma City, OK

1999-2002
Joseph Burke, Jr.
Chrisman H.S.
Independence, MO
STANDING AND AD-HOC COMMITTEE MAKEUP/MEMBERSHIP

1. Members of the TED of the ACTE may serve on Division committees.

2. Standing and Ad-Hoc Committee Chairs are selected by the Policy Committee and appointed by the Chair of the Policy Committee.

3. Committee chairs are responsible for maintaining a committee roster of their committee that should consist of a minimum of one member from each of the five ACTE regions. Committee membership should have staggered appointments for continuity.

4. All divisional committee appointments should be made for three years except in cases where they are in conflict with ACTE bylaws.

ACTE REGIONS

Region 1: Connecticut, Delaware, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia, and District of Columbia.

Region 2: Alabama, Florida, Georgia, North Carolina, South Carolina, Virginia, Puerto Rico, Virgin Islands, Kentucky, and Tennessee.

Region 3: Illinois, Indiana, Iowa, Missouri, Minnesota, and Wisconsin.

Region 4: Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, and Texas.

Responsibilities

The following responsibilities should be completed annually by each Standing and Ad-Hoc Committee Chair.

1. **FY Priorities**
   a. Prepare and implement specific tasks that will ensure the attainment of all committee goals outlined in this handbook.
   
   b. Communicate on a regular basis with all committee members and involve them wherever possible in achieving committee goals by assigning them specific tasks and assignments.
   
   c. Copies of correspondence of committee chairs concerning major items should be sent to the Vice-President and Policy Committee Chair.

2. **Annual Report for ACTE Convention**
   a. Prepare an annual report of all committee activities during the past working year. SEE APPENDIX B FOR FORMAT
   
   b. Submit 75 copies of the report to the TED Policy Committee Chair at the first convention Policy Committee session. In addition, five copies should be sent directly to the Division Vice-President 21 days prior to the convention
   
   c. Present report to the Policy Committee at the ACTE Convention.
   
   d. Present highlights of the report to the general membership at the annual Division Business Meeting.

3. **FY Planning (July 1 to June 30)**

   Complete the planning form for the FY in cooperation with the committee members. SEE APPENDIX C FOR FORMAT

   This includes:

   a. An update of the recommended and/or anticipated goals and tasks for the coming fiscal year.
   
   b. An update of the committee roster to include a minimum of one eligible member from each region. To be eligible, a person must be a current member of the Technology Education Division.
   
   c. A budget request for all committee activities.

CHAIRS OF DIVISION STANDING AND AD-HOC COMMITTEES (continued)
4. **Represent Committee at all Convention TED Policy Committee Meetings**
   
   a. The Policy Committee will be in session a minimum of two times during the ACTE Convention.
   
   b. Chairs who also represent the Division on ACTE general or ad-hoc committees should plan their schedules to enable them to attend those sessions.

5. **Formally Meet with Respective Committee at the ACTE Convention**
   
   a. Committee chairs will be provided with specific dates, times and locations of all committee meetings. This information should be forwarded to committee members in ample time for them to make arrangements to attend the convention.
   
   b. Prepare an agenda for committee meetings which includes:
      
      (1) A review of committee goals.
      (2) Completion of all priority tasks.
      (3) Completion of coming FY planning forms.

6. **Newsletter Assignment**
   
   a. Prepare a one-paragraph summary (approximately 100 words) of major committee activities and accomplishments and send it to the Chair or the Editorial and Publications Committee prior to September 1. This information will appear in future TED and/or ACTE publications.
Awards
AWARDS COMMITTEE

This committee has the responsibility to identify and recognize exemplary programs and contributions to technology education at all levels.

Chair: Howard Lee

1. Identify an awards committee member from Regions 1, 2, and 5 to be appointed for a three year term, 2001 -2004.

2. Coordinate the Outstanding Technology Program award program. Recipients receive plaques and framed certificates. This will require a much greater awareness of the award, to be coordinated through the regional committee members. They in turn will contact state Technology Education Directors who will begin the process of nomination within their states. Nomination forms are on the TED website.

3. Coordinate with the Research Committee to provide an award for Outstanding Research recipients. To receive a certificate, plaque, and monetary award. Runner up to receive certificate.

4. Coordinate the other awards as appropriate and prepare certificates and plaques for the awardees:

   Elected officers (outgoing)
   Distinguished service (retired)
   Committee Chairs (outgoing)
   Membership
   Service
## AWARDS COMMITTEE ROSTER

<table>
<thead>
<tr>
<th>Region</th>
<th>Name/Address</th>
<th>Term/Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 5</td>
<td><strong>Howard Lee, Chair</strong></td>
<td></td>
</tr>
</tbody>
</table>
University of Wisconsin Stout
Communications, Educ. & Training
1102 Union St.
Menomonie, WI 54751 | 
June 30, 2004
Bus: 715-232-1311
Fax: 715-232-1274
Email: leeh@uwstout.edu |
| Region 3 | **John Legier** | 
Southern Illinois University Carbondale
Workforce Education and Development
Mailcode 4605
Carbondale, IL 62901 | 
June 30, 2005
Bus: 618-453-3321
Fax: 618-453-1909
Email: jlegier@siu.edu |
| Region 3 | **K. Virginia Hemby, PhD.** | 
Associate Professor
Indiana University of Pennsylvania
Technology Support and Training
Eberly College of Business and Information Technology
606 Pratt Drive
Indiana, Pennsylvania 15705-1087 | 
June 30, 2006
Bus: 724-357-5737
Email: vhemby@grove.iup.edu |
Phillip Brown  
Math, Science and Technology Coordinator  
Dalton Public Schools  
Dalton, GA  30720

June 30, 2006  
Bus: 706-271-2311  
Email: pbrown@dalton.k12.ga.us
ANNUAL AWARDS

I. CERTIFICATES

A. Certificate of Appreciation

(1) Elected Officers (Completing term June, 30, conference year)

It is the policy of the TED to recognize its retiring vice-president, Chair of the TED Policy Committee and its Secretary at the time of the last national convention at which they will preside. Certificates will be prepared by the Awards Committee. The Vice President receives a plaque and certificate.

(2) Committee Chairs (Ending terms of office June 30, conference year)

It is the policy of the TED to recognize its retiring committee chairs at the time of the last national convention at which they will preside. Certificates will be prepared by the Awards Committee.

(3) Leadership Award (Non-Officer) (1 or 2) DO NOT ANNOUNCE until Business Meeting at National Convention.

(4) It is the policy of the TED to recognize one or two leaders for outstanding contributions made in a non-officer capacity. Selection is made by means of nominating ballot sent (by the awards committee) to the TED Policy Committee, ex-officio members of TED Policy Committee, technology education representatives on ACTE general committees and the Chair of the TED committees. The names of the three receiving the most nominations are placed on a final ballot sent to the same group. No prior announcement of results is made until the business meeting at the annual convention.

(5) Distinguished Leadership Award/Retired: NOTIFY IN ADVANCE.

It is the policy of the TED to recognize one or two leaders for outstanding contributions made in a non-officer capacity. Selection is made by means of nominating ballot sent (by the awards committee) to the TED Policy Committee, ex officio members of TED Policy Committee, technology education representatives on ACTE general committees and the Chairs of the TED committees. The names of the three receiving the most nominations are placed on a final ballot sent to the same group. This award should be announced to the recipient in advance, due to the likelihood of them not ordinarily being present without notification.
B. Service Award (Executive award for "good of cause" activities)

Policy revised in 1992. Selection is made by means of nominating ballot sent (by the awards committee) to the TED Policy Committee. The names of the three receiving the most nominations are placed on a final ballot sent to members of the Policy Committee. The Awards Committee will tally the results and prepare the certificates.

C. Research Symposium Certificates

It is the recommendation of the Research Committee that a certificate be presented to each presenter selected for the Research Symposium, if such is included in the convention program. Recipients will be selected by the Research Committee and reported to the Awards Committee for preparation of the certificates.

D. Membership Contribution Certificates

This category recognizes individuals who make outstanding contributions to membership activity. Certificates will be presented to individuals for their work in achieving membership goals. The recipient(s) will be identified by the Membership Committee and the name(s) provided to the Awards Committee for preparation of the certificate(s).

II. PLAQUES

A. Research Awards

1. Outstanding Research Plaque and Cash Award.

   It is the policy of the TED to recognize the top two non-funded outstanding papers at the professional level related to the elementary school, high school and/or university level. In addition, one overall top paper will be recognized with a plaque and monetary award. The Research Committee will identify the recipient of this award and furnish the name to the Awards Committee for preparation of the plaque(s). The monetary award of $250 will be provided by the Research Committee. In case of multiple winners, the amount will be divided equally. This award should be presented by the Research Committee Chair or his/her designee at the symposium.

   Research Committee reviews final papers Sept. 15th. Finalist selected October 20th.

2. Outstanding Program Awards of States

   It is the policy of the TED (approved in 1992) to recognize one award at each level (middle school, high school, university) from each state. Specifications for these
awards are attached. Applications are taken anytime and are available on the ACTE website.
Nominations will be received in April, (prior to conference pertaining to) screened, and approved by members of the Awards Committee, and each winner will be submitted to the state supervisor for ratification. Awards will be announced to the winners no later than May 1st to allow arrangements to be made to be present at the awards presentation at the national convention in December. The Awards Committee will prepare a plaque for each recipient.

3. Conference chair, outgoing TED-AVA VP and Policy Committee Chair receive a plaque and certificate.

III. OTHER AWARDS

A. Professional Leadership within TED: Certificate to be presented to the TED, and nomination made to the ACTE General Awards Committee. NOTE: This award requires a formal application on a form available from ACTE. It requires supporting documentation (i.e., a number of letters of recommendation) and must be received by the ACTE General Awards Committee no later than May 1 of the year in which the award is to be presented at the national conference.

Time Lines for Awards Committee

The following are recommended time lines for timely completion of committee responsibilities:

January: Solicit notice of Outstanding Technology Education Award applications to appear in March Issue of Techniques. Send to TED members via TED mailserv.

February: Send notice of Outstanding Technology Education Program Award nominations to State Supervisors, and/or State Vocational Directors via TED supervisor and their e-mail group.

April: Complete and forward TED's nomination (if any) for ACTE Outstanding Service Award to ACTE General Awards Committee no later than May 1.

April 1: Receive and screen by members of the Awards Committee, applications for the Outstanding Technology Education Program Awards. Verify appropriateness of the award with state supervisors of winning programs. Send letters of notification to winners of program awards and to their state supervisors, with request for travel support for the winners.

Deadline for Outstanding Program Award applications.

July: Request stationery for ACTE/TED from Chair of Policy Committee
September: Send requests to all members of ACTE/TED Policy Committee, ex-officio members of that committee, and TED committee chairs for nominations for the following awards:

- Distinguished Leadership Award (Retired)
- Leadership Award (Non-officer)
- Send requests for "Good-of-the-Cause" Service Award to members of the TED Policy Committee.

October: Send ballots for awards listed in September to appropriate personnel; tally ballots; send Vice President and Policy Committee Chair copy of the results.

- Prepare certificates and send to Vice-President for signatures.
- Order certificate frames.

November: Prepare plaques. Contact Conference Program Chair to verify conference schedule of presentations for all awards (opening general session and business session for TED).

December: Present Awards Committee report at ACTE committee chairs meeting and at conference business meeting.

- Assist as required in presentation of certificates and plaques. (See attached worksheet).

- Provide news release with plaques and certificates for Outstanding Technology Education Program Awards. Send copy of news release to state supervisors of outstanding programs soliciting help with publicity.

**Schedule of Awards**

**A. TED Research Symposium, Wednesday p.m.**

- Research Award Plaque and Check Presented by:__________________________

- Research Presentation Certificates Presented by:__________________________

**Note:** Both of these awards are chosen by the Research Committee. It would be appropriate for them both to be presented by the committee's designee or of the Awards Committee.
B. **TED 1st General Session, Thursday a.m.**

- Distinguished Service Award (Retired)  
  Presented by: ........................................

- Leadership Award (Non-Officer)  
  Presented by: ........................................

*Note:* Both of these awards are chosen by the Policy Committee. It would be appropriate for them both to be presented by the committee's designee or of the Awards Committee.

- Outstanding Program Awards  
  Presented by: ........................................

*Note:* This award is chosen by the Awards Committee. It would be appropriate for it to be presented by the committee's designee or of the Awards Committee.

C. **TED Business Meeting, Sunday p.m.**

- Committee Leadership Certificates  
  Presented by: ........................................

*Note:* This award is chosen by the Policy Committee. It would be appropriate for it to be presented by the committee's designee or of the Awards Committee.

- Certificates of Appreciation  
  Presented by: ........................................

*Note:* This award is chosen by the Policy Committee. It would be appropriate for it to be presented by the committee's designee or of the Awards Committee.

- Certificates of Appreciation  
  Presented by: ........................................

*Note:* This award is chosen by the Policy Committee. It would be appropriate for it to be presented by the committee's designee or of the Awards Committee.
<table>
<thead>
<tr>
<th>Year</th>
<th>Leadership Award (Non-Officer)</th>
<th>Service Award</th>
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</thead>
<tbody>
<tr>
<td>1965</td>
<td>John A. Jarvis</td>
<td>Rutherford E. Lockette</td>
</tr>
<tr>
<td></td>
<td>Wesley Ketcham</td>
<td></td>
</tr>
<tr>
<td>1966</td>
<td>Rutherford E. Lockette</td>
<td>Ralph C. Bohn</td>
</tr>
<tr>
<td></td>
<td>Ernest L. Minelli</td>
<td>Pat Attenberry</td>
</tr>
<tr>
<td>1967</td>
<td>Ralph C. Bohn</td>
<td>Estell H. Curry</td>
</tr>
<tr>
<td>1968</td>
<td>Walter C. Brown</td>
<td>W. R. Miller</td>
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<tr>
<td></td>
<td>Gardner Boyd</td>
<td></td>
</tr>
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<td>1969</td>
<td>Walter E. Burdette</td>
<td>Ernest L. Minelli</td>
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<tr>
<td>1970</td>
<td>Frederick D. Kagy</td>
<td>Joseph J. Carrel</td>
</tr>
<tr>
<td>1971</td>
<td>Leslie H. Cochran</td>
<td>Herbert Siegel</td>
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<tr>
<td></td>
<td>Gordon Funk</td>
<td></td>
</tr>
<tr>
<td>1972</td>
<td>E. Robert Rudiger</td>
<td>Leslie H. Cochran</td>
</tr>
<tr>
<td>1973</td>
<td>Robert M. Worthington</td>
<td>James E. Good</td>
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<td>1974</td>
<td>James E. Good</td>
<td>James L. Boone Jr.,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. Gordon Funk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Raymond S. Ginn Jr.</td>
</tr>
<tr>
<td>1975</td>
<td>Ralph V. Steeb</td>
<td>L. Allen Phelps</td>
</tr>
<tr>
<td>1976</td>
<td>Carl R. Wallis</td>
<td>Frederick D. Kagy</td>
</tr>
<tr>
<td>Year</td>
<td>Leadership Award (Non-Officer)</td>
<td>Service Award</td>
</tr>
<tr>
<td>------</td>
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<td>---------------</td>
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<tr>
<td>1977</td>
<td>L. Allen Phelps</td>
<td>Lee D. Carter</td>
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<tr>
<td></td>
<td></td>
<td>Willis E. Ray</td>
</tr>
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<td>1978</td>
<td>Richard C. Erickson</td>
<td>Lawrence S. Wright</td>
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<td>1979</td>
<td>James L. Boone, Jr.</td>
<td>William A. Dennis</td>
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<td>1980</td>
<td>James F. Fales</td>
<td>Donald Maley</td>
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<td>1981</td>
<td>Richard J. Vasek</td>
<td>Ralph V. Steeb</td>
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<td>1982</td>
<td>Ervin A. Dennis</td>
<td>Carl R. Wallis</td>
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<td>1983</td>
<td>Jerry D. Drennan</td>
<td>Michael J. Dyrenfurth</td>
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<td>1984</td>
<td>William E. Dugger, Jr.</td>
<td>Orville W. Nelson</td>
</tr>
<tr>
<td>1985</td>
<td>M. James Bensen</td>
<td>Niel A. Edmunds</td>
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<td>1986</td>
<td>Michael J. Dyrenfurth</td>
<td>James E. Good</td>
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<td>1988</td>
<td>Daniel L. Householder</td>
<td>Samuel Powell</td>
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<td>1989</td>
<td>Neil A. Edmunds</td>
<td>Robert C. Wicklein</td>
</tr>
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<td>1991</td>
<td>Glen E. &quot;Gus&quot; Baker</td>
<td>Thomas L. Ereksen</td>
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<tr>
<td>1992</td>
<td>Rosanne T. White</td>
<td>Roger Stacy</td>
</tr>
<tr>
<td>1993</td>
<td>A. R. (Bob) Putnam</td>
<td>Ervin A. Dennis</td>
</tr>
<tr>
<td>1994</td>
<td>Joseph W. Burke Jr.</td>
<td>Donovan P. Bowers</td>
</tr>
<tr>
<td>Year</td>
<td>Leadership Award (Non-Officer)</td>
<td>Service Award</td>
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<tr>
<td>------</td>
<td>--------------------------------</td>
<td>--------------</td>
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<tr>
<td>1995</td>
<td>Glenn A. Edmison</td>
<td>Lowell D. Anderson</td>
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<td>Ervin A. Dennis</td>
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<td>1996</td>
<td>Thomas Ereksen</td>
<td>Rodney Custer</td>
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<tr>
<td>1997</td>
<td>Ronald Gonzales</td>
<td>A.R. (Bob) Putnam</td>
</tr>
<tr>
<td></td>
<td>Roger Schaefer</td>
<td>Joe Scarcella</td>
</tr>
<tr>
<td>1998</td>
<td>Joe Scarcella</td>
<td>Charles D. Johnson</td>
</tr>
<tr>
<td>1999</td>
<td>William Wargo</td>
<td>Rosanne T. White</td>
</tr>
<tr>
<td></td>
<td>Charles Johnson</td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>Craig Haugsness</td>
<td>Ronald Gonzales</td>
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<tr>
<td></td>
<td></td>
<td>Rosanne T. White</td>
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<tr>
<td>2001</td>
<td>Douglas E. Hammer</td>
<td>Thomas P. Bell</td>
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<tr>
<td></td>
<td>Michael D. Wright</td>
<td>Patrick Foster</td>
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<tr>
<td></td>
<td>Rosanne T. White</td>
<td>Charles T. Johnson</td>
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<tr>
<td></td>
<td></td>
<td>George E. Rogers</td>
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<tr>
<td></td>
<td></td>
<td>Fred P. Ruda</td>
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<tr>
<td>2002</td>
<td>Joseph W. Burke Jr.</td>
<td>Doug Hammer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Craig A. Haugsness</td>
</tr>
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</table>
## PRIOR RECIPIENTS of AWARDS (continued)

### Distinguished Leadership Award (Retired)

<table>
<thead>
<tr>
<th>Year</th>
<th>Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>1980</td>
<td>G. Harold Silvius</td>
</tr>
<tr>
<td>1981</td>
<td>Carl R. Willis</td>
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<tr>
<td>1982</td>
<td>Willis E. Ray</td>
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<td>1983</td>
<td>Rupert N. Evans</td>
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<td>1984</td>
<td>Raymond S. Ginn, Jr.</td>
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<td>1985</td>
<td>William A. Bakamis</td>
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<td>1987</td>
<td>James L. Boone, Jr.</td>
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<td>1988</td>
<td>Donald Maley</td>
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<td>1989</td>
<td>Irvin T. Lathrop</td>
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<td>1990</td>
<td>James E. Good</td>
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<td>1991</td>
<td>Samuel Powell</td>
</tr>
<tr>
<td>1992</td>
<td>Thomas A. Hughes, Jr.</td>
</tr>
<tr>
<td>1993</td>
<td>W. A. Mayfield</td>
</tr>
<tr>
<td>1994</td>
<td>Neil A. Edmunds</td>
</tr>
</tbody>
</table>
PRIOR RECIPIENTS of AWARDS

Research Award

1989
A.R. "Bob" Putnam
Indiana State University

2001
Henry O'Lawrence
California State University Long Beach

2002
Terri E. Varnado
Virginia Tech
Outstanding Technology Education Program Recipients

1999
    W.C. Pryor Middle School, Ft. Walton Beach, Florida

2000
    American Fork Junior High School, Utah
    Woodward Middle School, Woodward Oklahoma
    Helena Middle School, Helena, Montana
    Barbara Goleman Senior High School, Miami, Florida
    Anadarko Public Schools, Anadarko, Oklahoma

2001
    Amos P. Godby High School, Tallahassee, Florida
    Indiantown Middle School, Indiantown, Florida
    Shattuck High School, Shattuck, Oklahoma
    Will Rogers Middle School, Miami, Oklahoma

2002
    Northside High School
    Engineering Academy
    Lafaette, Louisiana
    Diane Spikes, Technology Education Teacher
ByLaws
BYLAWS COMMITTEE
Goals:

1. To formulate a committee with experience related to TED’s operating policies (possibly former policy committee members).
2. To clarify the policies wherever needed in the handbook.
3. To act as the TED’s voice on the ACTE Bylaws Committee.
4. To aid in the continual updating of the TED’s structure.
5. To identify and revise any discrepancies in the Handbook of Operating Policies for TED (i.e., make the handbook more usable by committee chairs).

On-Going Activities/Tasks

1. Review bylaws of the TED to ensure that they conform to the general ACTE bylaws.
2. Survey TED Policy Committee members regarding proposed changes in the ACTE general bylaws or the TED bylaws.
3. Review, edit and make recommendations concerning bylaws as they relate to the TED.
4. Ensure that all proposed amendments are in accordance with the rules in Article X of the ACTE bylaws.
5. Provide representation and leadership on general ACTE Bylaws Committee.
6. Serve as the parliamentarian during the annual TED Policy Committee and Business meetings.
7. (Proposed by-laws change) Create the position of TED Vice President-Elect which would be a one year term prior to assuming the position on the ACTE Board of Directors. This position would work with the TED Committees for Bylaws, Legislative and ad hoc committees.
8. (Handbook Change) Add to the appendix of the TED Handbook an example of the Agenda Formats for the Policy Committee and Business Meetings.
<table>
<thead>
<tr>
<th>Region</th>
<th>Name/Address</th>
<th>Term/Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>
| Region 3 | **Joseph Burke Jr.**  
18209 E. 25<sup>th</sup> Court S.  
Independence, MO 64057 | June 30, 2005  
Hm: 816-795-1621  
Fax: 816-795-8179  
Email: jburke84468@aol.com | |
| Region 3 | **Ervin A. Dennis**  
UNI Professor Emeritus  
1034 West 15<sup>th</sup> St.  
Cedar Falls, IA 50613-3659 | June 30, 2006  
Hm: 319 266-8432  
Fax: 319-266-5042  
Email: ea.dennis@cfu.net | |
| Region 3 | **Charles D. Johnson**  
Department of Industrial Technology  
University of Northern Iowa  
1222 West 27<sup>th</sup> Street  
Cedar Falls, IA 50614-0178 | June 30, 2006  
Bus: 319-273-2561  
Fax: 319-273-5818  
Hm: 319-268-0948  
Email: charles.johnson@uni.edu | |
Diversity
DIVERSITY COMMITTEE

Goals:

1. Fill TED Diversity Committee vacancies and, as possible, obtain representation from classroom teachers.

2. Establish communication with the Special Needs division of ACTE and as possible, work together to accomplish common goals.

3. Distribute a flyer aimed at recruitment of interested parties.

4. Bring ethnic and racially diverse representatives into the TED, and encourage these persons to become active participants in the operation of the TED.
DIVERSITY COMMITTEE ROSTER

Region
Name/Address
Term/Telephone
Chair:

Holly Connor Region 3
Student Trainee HR Specialist
Bureau of Reclamation Lower Colorado Region
P.O. Box 61470
Boulder City, NV 89006-1470

June 30, 2006
Bus: 702-293-8016
Fax: 702-293-8416
Hm: 702-557-7522
Email: hconnor10@hotmail.com or hconnor@LC.USBR.gov

Shanna Scribner
Director, Drafting Technology
Southwest Illinois College Region 3
2500 Carlyle Ave
Belleville, IL 62221

June 30, 2005
Bus:
Hm:
Email: scribner@southwestern.cc.il.us

Mary K. Wallace Region 3
Southern Illinois University Carbondale
Workforce Education and Development
Mailcode 4605
Carbondale, IL 62901

June 30, 2005
Bus: 618-453-5402
Email: mreekat@siu.edu
Robert M. Horan Jr.
Department Administrator Technology Education 6-12
Shenendehowa Central School
970 Route 146
Clifton Park, New York 12065

June 30, 2006
Bus: 518-881-0606 x61693
Fax: 518-383-1670
Email: horarobe@shenet.org
DIVISION CONVENTION PLANNING COMMITTEE

The Convention Program Chair and the elected members of TED Policy Committee have the major responsibility of planning the annual convention program. Specifically, this includes the following tasks. Obtaining all necessary input from the general ACTE Convention Program Planning Committee. Communicating to all, ensuring that deadlines and obligations of the TED are met.

1. Soliciting program proposals from a wide range of technology education professionals.

2. Planning a program in accord with the general convention theme which reflects the current concerns and interests of technology education.

3. Developing a keynote session of significance to the profession.

4. Identifying appropriate personnel to assume responsibility for specific aspects of the program; i.e., chairs, speakers, hosts, recorders.

5. Developing and implementing a means by which local professionals can participate in conference development and execution.

6. Encouraging regional participation in and attendance at the conference.

PAST ACTE CONVENTIONS

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>TED Convention Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>1987</td>
<td>Las Vegas</td>
<td>Ronald F. Gonzales</td>
</tr>
<tr>
<td>1988</td>
<td>St. Louis</td>
<td>Stephen D. Coffman</td>
</tr>
<tr>
<td>1989</td>
<td>Orlando</td>
<td>William D. Wargo</td>
</tr>
<tr>
<td>1990</td>
<td>Cincinnati</td>
<td>Lowell D. Anderson</td>
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<td>1991</td>
<td>Los Angeles</td>
<td>Richard J. Dahl</td>
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<td>1992</td>
<td>St. Louis</td>
<td>Michael J. Dyrenfurth</td>
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<td>Nashville</td>
<td>Robert R. Hanson</td>
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<td>LaVerne Young-Hawkins</td>
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<td>1995</td>
<td>Denver</td>
<td>Lee Carter</td>
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<td>Thomas Erekson</td>
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<td>Ronald Gonzales</td>
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<td>Doug Wagner</td>
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2000
San Diego
Joe Scarcella

2001
New Orleans
Joe Scarcella

2002
Las Vegas
Joe Scarcella

2003
Orlando Florida
Charles Johnson
### FUTURE ACTE CONVENTIONS

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<td>December 9-12</td>
</tr>
<tr>
<td>2005</td>
<td>New Orleans</td>
<td>December 8-11</td>
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</table>

**TED Convention Chair** -
Editorial and Publication
EDITORIAL AND PUBLICATIONS COMMITTEE

The Editorial and Publications Committee is the communications arm of the TED. The members of this committee perform the following tasks to facilitate communication among TED members and the technology education discipline.

1. Provide "insider" content for the TECHNIQUES.
2. Publish and disseminate two issues of TED Newsletter.
3. Publish an annual conference proceedings.
4. Publish "TED Reflections."
5. Submit conference paper abstracts to ERIC.
7. Survey members to determine topics for monographs and TED Reflections.
8. Publish, or provide manuscripts for, two ITEMS monographs.
9. Secure commercial support for the publication costs associated with the ITEMS monograph series.
10. Encourage members of the TED to submit manuscripts to the TECHNIQUES in order to enhance the visibility of the TED.
11. Create (camera ready) brochure to recruit adults into Technology Teacher Education.
12. Secure commercial support for the TED Newsletter.
<table>
<thead>
<tr>
<th>Region</th>
<th>Name/Address</th>
<th>Term/Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chair</strong></td>
<td>Ethan Lipton</td>
<td>Region 5</td>
</tr>
<tr>
<td></td>
<td>Cal State University, Los Angeles</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5151 University Drive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Los Angeles, CA 90032</td>
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</tr>
<tr>
<td></td>
<td>June 30, 2003</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bus: 323-343-4550</td>
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</tr>
<tr>
<td></td>
<td>Hm: 310-827-1863</td>
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</tr>
<tr>
<td></td>
<td>Fax: 323-343-4555</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell: 310-994-5365</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:elipton@exchange.calstatela.edu">elipton@exchange.calstatela.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alan Blanchard</td>
<td>Region 5</td>
</tr>
<tr>
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<td>San Bernardino County Schools</td>
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<tr>
<td></td>
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<td></td>
<td>Fax: 860-832-1806</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:doctorblanchard@msn.com">doctorblanchard@msn.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Patrick Foster</td>
<td>Region 1</td>
</tr>
<tr>
<td></td>
<td>Central Connecticut State University</td>
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</tr>
<tr>
<td></td>
<td>School of Technology</td>
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<tr>
<td></td>
<td>Technology Education Dept.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1615 Stanly Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Britain, CT 060650</td>
<td></td>
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<tr>
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<td>June 30, 2004</td>
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<tr>
<td></td>
<td>Fax: 860-832-1804</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:FosterP@mail.ccsu.edu">FosterP@mail.ccsu.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Alan Pierce
3 Lansing Court
New City, NY 10956
June 30, 2005

Work: 845-634-7161
Hm:
Fax: 845-634-6603
Email: pierceaj@optonline.net
Legislative and Resolutions
LEGISLATIVE & RESOLUTIONS COMMITTEE

Goals:

1. Solicit committee members from region 2.
2. Solicit committee members from any region that has interest.
3. Expand membership of the ACTE “Legislative Hotline”.
4. Share legislative data with ACTE/TED members.
5. Expand use of E-mail communication.
LEGISLATIVE & RESOLUTIONS COMMITTEE ROSTER

Region                                   Name/Address                               Term/Telephone

<table>
<thead>
<tr>
<th>Region</th>
<th>Chair:</th>
<th>Name/Address</th>
<th>Term/Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 5</td>
<td>Craig A. Haugsness, Chair</td>
<td>Kansas State Department of Education 120 SE 10th Ave. Topeka, KS 66612-1182</td>
<td>June 30, 2004 Bus: 785-296-7285 Fax: 785-296-3523 Email: <a href="mailto:cah@ksde.org">cah@ksde.org</a></td>
</tr>
<tr>
<td>Region 3</td>
<td>Randall Greenwell</td>
<td>John Wood Community College 1301 S. 48th Quincy, IL 62305</td>
<td>June 30, 2005 Bus: 217-641-4514 Fax: 217-224-4208 Hm: 217-223-5434 Email: <a href="mailto:greenwell@jwcc.edu">greenwell@jwcc.edu</a></td>
</tr>
<tr>
<td>Region 4</td>
<td>Peter A. Territo, Jr.</td>
<td>Department of Industrial Technology SLU 10847 Hammond, LA 70402</td>
<td>June 30, 2006 Bus: 504-549-2071 Fax: 504-549-5532 Hm: 225-766-3241 Email: <a href="mailto:pterrito@selu.edu">pterrito@selu.edu</a></td>
</tr>
</tbody>
</table>
Membership
MEMBERSHIP COMMITTEE

Goals:

1. Develop strategies to increase membership of TED/ACTE each year.

2. Coordinate divisional membership activities and efforts with the national membership activities of the association.

3. Develop and distribute TED membership literature as needed.

4. Identify, for the Awards Committee, members who have made major contributions in promoting membership in TED/ACTE.

5. Encourage student membership at the secondary/post secondary level in ACTE.

6. Work with all the TED/ACTE committees as needed to assist in promoting membership in ACTE.

7. Work to get a broader sampling of committee members on the membership committee.
MEMBERSHIP COMMITTEE ROSTER

Region
Name/Address
Term/Telephone
Chair

Ervin A. Dennis Region 3
UNI Professor Emeritus
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Fax: 319-266-5042
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Jerry Drennan
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Abilene Christian University
Abilene, TX 79699

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Marchall Gostnell
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Region 3
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Side Rader
srader@pen.k12.va.us
Alan Blanchard
Education, Business & Labor Partnerships
San Bernardino County Superintendent of Schools
San Bernardino, CA

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Holly Connor Region 3
Student Trainee HR Specialist
Bureau of Reclamation
Lower Colorado Region
P.O. Box 61470
Boulder City, NV 89006-1470

June 30, 2006
Bus: 702-293-8016
Fax: 702-293-8416
Hm: 702-557-7522
Email: hconnor10@hotmail.com or hconnor@LC.USBR.gov
Nominating
NOMINATING COMMITTEE

Goals:


2. To receive and process nominations for ACTE/TED Teacher Education Representative, term July 1, 2001 - June 30, 2004.

3. To assist with the ACTE/TED election process for the two above offices at the 2001 TED Business meeting in New Orleans.

4. To recommend, if necessary, a bylaw change pertaining to nominations, qualifications, elections, officers, and/or other matters relating to the nominating process.

5. To receive and process nominations for the office of ACTE/TED President Elect.

6. To receive and process nominations for the office of TED Policy Committee Chair.

Special Tasks Essential to Achieving Committee Goals

1. Notify members of the committee regarding the place and time of its meetings at the annual convention.

2. Develop written criteria for evaluating qualifications of potential nominees.

3. Select nominees in accordance with the bylaws for the TED and criteria established by the committee.

4. Notify nominees that they are being nominated, solicit approvals and invite them to attend the annual business meeting of the Division.

5. Present, during the Division's business meeting, at least two nominees for each TED office to be filled.

6. Notify candidates of the outcome of the election.

7. Follow ACTE bylaws in selecting candidates for Vice President for the TED of ACTE.

Criteria to be Used as a Basis for Evaluating the Qualifications of Potential Nominees

1. Must be a member of the TED.

2. Must have held membership for a period of three years with the Division.
3. Must have been an active member of the Division, shown a keen interest in technology education and exhibited a willingness to promote the Division.

4. Must have served on at least one Division or ACTE committee or assisted in the work of the Division.
Nominating Committee Operating Procedure for the 2001 Election

1. The 2002 required elections will be:

Supervision Representative
Term: July 1, 2003 - June 30, 2006

TED Secretary
Term: July 1, 2003 - June 30, 2006

1. Select two candidates for each elected position by September 30.

2. The selected candidates are to respond in writing to the nominating committee chair by October 15 regarding their acceptance or decline of the nomination.

3. The nominating committee chair will provide the candidates with a written description of the individual position responsibilities. Such items to be included in the description are listed as follows:

   a. Develop and complete tasks associated with the position on an annual basis.

   b. Represent members and profession within his/her elected area.

   c. Attend and participate in the December annual ACTE Convention.

4. Have candidate prepare a written one to two page Resume stating qualifications for the TED elected position. Also, a platform statement (one paragraph) should be listed in the Resume. This shall be distributed during the annual TED business meeting where the elections are conducted.

5. Conduct the two elections during the annual business meeting of the division.

6. The election for the vice president is conducted early in the spring semester by the ACTE headquarters staff.
# NOMINATING COMMITTEE ROSTER

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<tr>
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<td><strong>Nate Moore</strong> Region 3</td>
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<td>Wm. Chrisman High School</td>
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<tr>
<td></td>
<td>1223 N. Noland Road</td>
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<td>Email: <a href="mailto:ggallman@ix.netcom.com">ggallman@ix.netcom.com</a></td>
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<td><strong>Clarence Smith</strong> Region 3</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:ccsmith2Aflash.net">ccsmith2Aflash.net</a></td>
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Research
RESEARCH COMMITTEE

Goals

1. To promote the dissemination of technology education related research results.
   1.1 To solicit and identify research projects
   1.2 To evaluate research abstracts and identify two research finalists who will present their research at ACTE convention.
   1.3 To evaluate completed research papers from the research finalists and identify the outstanding research for the calendar year.
   1.4 To arrange for presentations of research results at the ACTE convention through the establishment of an annual joint TED/NAITTE Research symposium.

2. To establish an active Research Committee membership
   2.1 To develop/identify research committee membership criteria.
   2.2 To identify potential members
   2.3 To contact and obtain commitment of time and effort from existing and new research committee members.
   2.4 To develop job roles/tasks for research committee members.
   2.5 To develop research committee communication network.
   2.6 To maintain a diverse range of professionals as members on the research committee.
RESEARCH COMMITTEE ROSTER

Region
Name/Address
Term/Telephone
Chair:
Research
Brenda A. Martin, Ph.D. Region 4
University of Arkansas at Pine Bluff
Department of Elementary, Secondary and Special Education
1200 North University Drive
Mail Slot 4927
Pine Bluff, AK 71601

June 30, 2006
Bus: 757-456-0405
Fax: 757-473-5004
Hm: 757-463-2819
Email: srader@livenet.net or srader@pen.k12.va.us

Co-Chair:
Dominick Fazarro, PhD. Region 4
Industrial Technology Program
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Mail Slot 4987

June 30, 2006
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Ralph Dirksen Region 3
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Bus: 309-298-1091
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Joe R. Busby
Indiana State University
Industrial Technology Education
Terre Haute, IN 47809

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Industry and Technology
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Mike Roberts
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Technical Education
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June 30, 2006
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John R. Duncan
785 Willow Pond Rd.
Rantoul, IL 61688

June 30, 2005
Jduncan@uiue.edu
Robert Lurker Region 3
School of Polytechnic Studies
Department of Industrial & Engineering Technology

June 30, 2006
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Fax: 573-986-6174
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Nancy Stranger PhD. Region 5
Associate Professor Graphic Design
Colorado Mt. College

June 30, 2006
Bus: 970-947-8203
Email: stranger@coloradomtn.edu
Student Organizations
STUDENT ORGANIZATIONS COMMITTEE

Goals:

1. Representatives of the ACTE-TED student organizations committee will meet with the leadership of ITEA, ACTE-TED policy committee, and USDE/DVTE to develop joint initiatives with each organizations.

2. TSA will continue to promote ACTE-TED membership among its chapter advisors and student members.

3. Through student organizations promote technology education as a career.

4. Through student organizations promote technology related careers.

5. Communicate to state department of education personnel how TSA integrates with the Perkins Act of 1998.

6. Represent technology education on the National Coordinating Council for Vocational Student Organizations.
# STUDENT ORGANIZATIONS COMMITTEE ROSTER

<table>
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<tr>
<th>Region</th>
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<tbody>
<tr>
<td><strong>Chair:</strong></td>
<td>Ms. Rosanne T. White</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Region 4</td>
<td>Technology Student Association</td>
<td>1914 Association Drive</td>
</tr>
<tr>
<td></td>
<td>Reston, VA 20191</td>
<td>Bus: 703-860-9000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 703-758-485</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:rwhite@tsaweb.org">rwhite@tsaweb.org</a></td>
</tr>
<tr>
<td>Region 3</td>
<td>Kevin Derezotes</td>
<td>109 W. Fifth St.</td>
</tr>
<tr>
<td></td>
<td>O’Fallon, IL 62269</td>
<td>June 30, 2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:derezotesk@mascoutah19.k12.il.us">derezotesk@mascoutah19.k12.il.us</a></td>
</tr>
<tr>
<td>Region 3</td>
<td>Joe Brown</td>
<td>Industrial Technology</td>
</tr>
<tr>
<td></td>
<td>15875 New Halls Ferry Rd.</td>
<td>Florissant, MO 63031</td>
</tr>
<tr>
<td></td>
<td>Bus: 314-953-5200 VM41080</td>
<td>Fax: 314-953-5413</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:abrown1@sun.hazelwood.k12.mo.us">abrown1@sun.hazelwood.k12.mo.us</a></td>
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Liaison
TED/ACTE - ITEA/ LIAISON COMMITTEE

Composition

1. International Technology Education Association (ITEA) members include ITEA president, president-elect, past president and two members selected at large from the membership by the ITEA President with Executive Board approval.

2. TED/ACTE members are the TED vice-president, Chair of the TED Policy Committee, the TED Secretary and the elected representatives on the policy committee.

3. Two members selected by the EEA/SHIP.

Operating Procedures

1. Meets biannually; the ITEA Conference and the ACTE Convention.

2. Reports to the ITEA President-Elect and the TED Policy Committee Chair according to the procedures of each organization.

3. Chaired by the ITEA president when held at the ACTE Convention and by the TED Vice President when held at the ITEA Conference.

4. At large members are appointed for three-year terms staggered so that only one from each organization rotates off in a given year. At large members may be reappointed for a second term.

5. Correspondence between the chair and the officers of the two organizations will be maintained throughout the year as potential items of concern to the Liaison Committee occur. The chair will then communicate to other committee members those concerns deemed as matters for attention.

6. The committee chair will establish an agenda for the annual meeting at each conference/convention and communicate the agenda to the committee members prior to each conference/convention.

General Duties

1. Explore and discuss areas of mutual interest to the ITEA, TED/ACTE and EEA/SHIP.

2. Make recommendations to each organization for joint action to benefit technology education.

3. Promote and insure communication between the two educational professional organizations and the EEA-SHIP.
4. Suggest possible joint ventures for the three groups to pursue.

5. Prepare and submit a report to each professional organization at its respective annual meeting.
TED/ACTE - ITEA/ LIAISON COMMITTEE ROSTER

TED Representatives

Chair:

Joseph A. Scarcella Region 5
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College of Education
California State University, San Bernardino
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June 30, 2005
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Andrew Schultz
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Central Michigan University
Mt. Pleasant, MI 48859

June 30, 2006
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Email: Schul1a@cmich.edu

ITEA Representatives

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Technology Education Program
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Email: gwillcox@iris.org
Elected Representatives
ELEMENTARY & SECONDARY REPRESENTATIVE, Nate Moore

Committee Coordination: Diversity
Student Organizations

Goals:

SUPERVISOR'S REPRESENTATIVE, Craig Haugsness

Committee Coordination: Legislative & Resolutions
Public Information

Goals:

1. Serve as supervisor's representative on the TED Policy Committee
2. Contact state and local supervisors and request input for suggestive programs for each annual conference. Follow through on appropriate recommendations to be included in next year's program.
3. Upon request, assist the Vice President and Chair of TED Policy Committee in getting input from supervisors on key issues.
4. Follow up on results of survey from supervisors concerning specific activities throughout the nation they would like the TED Policy Committee to promote and act on.
5. Provide liaison with the ITEA Council of Supervisors and cooperate on activities when beneficial to supervisors.

TEACHER EDUCATION/POST SECONDARY REPRESENTATIVE, George Rogers

Committee Coordination: Research
Editorial & Publications

Goals:

1. Work with others in the division to develop teacher recruitment and certification strategies, with attention being given to post secondary articulation, as well as underrepresented and diverse populations.
2. Establish communication with members of ITEA via the TED/ACTE-ITEA Liaison Committee and as possible work together to accomplish common goals related to teacher certification and recruitment.
   a. Promote and maintain the TED/ACTE Internet mailing list to determine its usefulness for the organization.
b. Plan conference presentations and/of publications related to Goals 1 and 2. Act as the TED liaison for the Research Committee and the Editorial and Public Relations Committee.
# INDEX OF INCLUDED DIVISION PERSONNEL

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APPENDIX A

DIVISION BYLAWS
BYLAWS for the TECHNOLOGY EDUCATION DIVISION of the Association for Career and Technical Education

REVISED 1996

I. General Purposes

The general purposes of the Technology Education Division of the Association for Career and Technical Education are:

A. To develop high professional standards among the membership.

B. To define the function and scope of the Technology Education Division of the ACTE.

C. To foster and promote the growth and development of technology education in the United States.

D. To foster and promote the growth and development of technology education teachers, supervisors, and teacher educators.

E. To foster, promote, and encourage professional development programs and activities for the varied interest groups within the Technology.

II. Membership

Any member of the ACTE who is professionally engaged in or interested in promoting technology education shall be considered a member of the Technology Education Division, upon acceptance by the ACTE of the member's official notification of affiliation with the Division. Individuals from the following classifications shall be considered eligible for voting and serving as officers, committee members, or members of the assembly of delegates:

A. Affiliated members

B. Direct members

C. Life members (see ACTE Article III Membership)

III. Associated Divisional Organizations

A. Associated organizations may become affiliated with the Division as membership interest indicates; providing they meet the criteria as prescribed in the ACTE bylaws and the Operating Policies of the Board of Directors and are approved by a majority of the members present at the annual business meeting of the Division.
B. Each associated divisional organization shall elect its own officers.

C. Associated organizations affiliated with the Division are:

IV. Division Officers

The division officers shall consist of the Vice President of the ACTE/President TED, the Chair of the Policy Committee, and the Secretary of the Division.

A. President

1. Duties: It shall be the specific duties of the President to:

a. Represent the Division on the Board of Directors of the ACTE in accordance with the ACTE bylaws.

b. Be responsible for implementing the purposes of the Division and transmitting the actions taken at Division meetings to the ACTE Board.

c. Preside at the Division conference planning meeting.

d. Perform other duties in line with the responsibility of the office in the growth and development of technology education.

e. Call meetings of the Policy Committee.

2. Term of Office: The President shall serve a term of three fiscal years. In the event of a vacancy, it will be filled according to the ACTE bylaws and the Operating Policies of the Board of Directors.

3. Qualifications: Only members who are active in and affiliated with the Technology Education Division are eligible for nomination. The following guidelines are recommended in the selection of nominees.

a. Affiliated, Direct or Life Membership in the ACTE for a period of at least ten consecutive years.

b. As evidence of leadership and interest in the ACTE, a large percentage of those involved in technology education in his/her state should be members of the ACTE.

c. An in depth understanding of vocational and technology education and a commitment to the ACTE and its entire program.
d. Able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional President.

e. Should have served on one or more ACTE committees through which he/she could have learned something of the general policies and activities of the ACTE and should have a good attendance record at annual meetings of the ACTE and have participated in the programs of his/her group.

B. President-Elect

1. Duties: The President-Elect shall perform such duties as directed by the President of the Technology Education Division.

2. Term of Office: The term of office will one year prior to assuming the duties of the President. In the event of a vacancy, it will be filled according to the ACTE Bylaws and Operating policies of the Board of Directors.

3. Qualifications: The qualifications for President-Elect are the same as for the President as per ACTE guidelines.

C. Policy Committee Chair

1. Duties: It shall be the specific duty of the Policy Committee Chair to:

   a. Call and preside over all Policy Committee meetings and the Division business meeting during the annual convention.

   b. Coordinate the implementation of policies and programs within the Division.

   c. Perform other duties in line with the responsibilities of the office necessary to the growth and development of technology education.

   d. Annually revise and update the TED policy handbook.

2. Term of Office: The Chair of the Technology Education Policy Committee shall be elected during the same year as the Vice President and shall serve for a three-year term.

D. Secretary
1. Duties: It shall be the specific duty of the Secretary of the Division to:

   a. Record the proceedings at all meetings of the Policy and Advisory Committees, Divisional Planning Committee, and the annual business meeting.

   b. Prepare and disseminate copies of the minutes of the meetings (c-1-a) to all members of the Policy Committee within thirty days of the completion of the meeting.

   c. Prepare and distribute to the members in attendance at the policy and annual business meetings, copies of the minutes of the previous year's meeting.

   d. Perform other duties in line with the responsibility of the office in fostering the growth and development of technology education.

2. Term of Office: The Secretary of the Technology Education Division shall be elected for a three-year term. His/her term of office shall begin with the second year of the term of the Chair of the Technology Education Division Policy Committee.

V. Committees

A. Policy Committee

1. Purposes: It shall be the responsibility of the Policy Committee to implement operating policies and procedures as approved by the membership and otherwise provide the leadership to carry out the general aims of the Division.

2. Meetings: The Policy Committee shall hold an annual meeting at the time of the annual ACTE convention and scheduled meeting(s) to be called by the Vice President.

3. Membership: The membership of the Policy Committee shall consist of the following elected and ex-officio members:

   a. Elected members:

      - Division Vice President
      - Division Policy Committee Chair
      - Division Policy Committee Secretary
      - Three members, each representing one of the following technology education interest groups:

        - elementary-secondary teachers
- post-secondary, adult teachers and teacher education
- supervisors

b. Ex-officio members:

- Chairs of all Standing Committees
- NAITTE representative
- TSA representative
- USDE representative
- All living divisional past Vice Presidents
- All divisional appointees to ACTE General
- All divisional Ad-Hoc Committee Chairs

B. Standing Committees

The Division shall establish and maintain the following standing committees:

1. Awards
2. Bylaws
3. Diversity
4. Division Convention Planning
5. Editorial & Publications
6. Legislative & Resolutions
7. Liaison TED/ITEA
8. Membership
9. Nominating
10. Research
11. Student Organizations

The committee chair may represent TED at the ACTE level for their committee or another member of the committee may.

C. Division Planning Committee

The six elected members of the Policy Committee and the Convention Program Chair will serve as the Division Planning Committee and will function as a subcommittee of the Policy Committee. The committee members will serve to advise the Vice President in the affairs of the Division, plan and conduct the Division's convention program, and, in general, assure that all current concerns in technology education are given appropriate attention by the Division. Its primary vehicles for implementing this last charge will be the ACTE convention program, ACTE publications, divisional ad-hoc committees, ACTE bylaws and operation policies, and state and federal legislation.
D. Election of Officers and Policy Committee Members

1. At least two nominations for each elective position shall be presented by the Nominating Committee. Additional nominations shall be entertained from the floor.

2. The Chair of the Nominating Committee of the Division shall present the report of the Nominating Committee at the regular annual business meeting of the Technology Education Division.

3. A majority vote of the members of the Division present at the annual business meeting shall elect the officers and four interest group representatives, except the Vice President who will be elected in accordance with ACTE bylaws.

E. Terms of Office of Policy Committee Members

1. With the exception of the Convention Program Chair, who will serve for one year, all elected members of the Policy Committee will serve for a period of three years. Terms for elected members, other than officers, will be on the rotational basis established by the Division Planning Committee. Ex-officio members of the Policy Committee will serve terms that coincide with the term of the appointment that qualifies them for membership on the Policy Committee.

2. The Chair of the Technology Education Policy Committee shall be elected during the same year as the Vice President and shall serve for a three-year term.

3. The Secretary of the Technology Education Division shall be elected for a three-year term. The term of office shall begin with the second year of the term of the Chair of the Technology Education Policy Committee.

4. A member may not serve more than one consecutive term. (A person appointed by the ACTE Board of Directors to fill an unexpired term may be elected to fill a three-year term.)

5. All ex-officio appointments submitted to the Board of Directors for approval must have the term of appointment identified.

F. Voting Privileges

All members of the Policy Committee will have the right to vote on all committee action.
G. General and Divisional Committees

1. General and Special ACTE Committees: Members of the Division may serve on general and special ACTE committees according to the provisions of the ACTE bylaws or policies of the Board of Directors.

2. Divisional Committees: Only members of the Division may serve on general or special committees of the Division. A member should not be appointed chair of more than one standing committee. Non members may serve as advisory members (nonvoting).

3. Appointment and Terms: Recommendations for committee appointments to ACTE committees and appointments to divisional committees shall be made by the Division Vice President upon consultation with the Division Policy Committee. All terms must be based on the ACTE fiscal year, as established by the Board of Directors' operating policies. Before any appointments are made to committees, there must be assurance from those being considered that they maintain an active membership status and those serving will make every effort to attend the ACTE conventions and called meetings while serving on committees.

4. Reports: An annual report of each divisional committee's work should be presented to the Division membership at the annual business meeting held at the time of the convention.

5. Additional Committees: Additional committees may be appointed by the Policy Committee as the need arises. The nature and purpose of all additional committees shall be approved by the Board of Directors.

VI. Process of Nomination and Election

A. President

When the Division becomes eligible to elect a new TED President, the ACTE President will ask the presidents of each of the division organizations to submit nominations for consideration by his/her group. Nominations may be made from either the divisional organizations and/or any individual member of the Division. The Vice President, with the consent of the Policy Committee, will appoint a nominating committee which will receive and review all nominations, interview nominees and recommend two nominees at the annual business meeting. Additional nominations may be made from the floor during the business meeting of the Division providing each nominee has been interviewed by the Division Nominating Committee and is approved by a majority of the membership at the meeting.
B. ACTE President-Elect

When a Division desires to submit a candidate for ACTE president-elect, the ACTE President will ask the president of each of the division organizations to submit nominations for consideration by his/her group. Nominations can be made from either the divisional organizations or any individual member of the Division. The Vice President, with the consent of the Policy Committee, will appoint a nominating committee which will review all nominations, interview all nominees and recommend nominees to the ACTE Nominating Committee.

C. All Other Division Elective Positions

1. A Nominating Committee of not less than three members of the Technology Education Division shall be appointed by the Vice President, subject to the approval of the Division Policy Committee.

2. The Nominating Committee shall receive all nominations, screen candidates, and submit at least two nominations to the membership for each elective position under consideration.

3. The Chair of the Nominating Committee of the Division shall present the report of the Nominating Committee at the regular annual business meeting of the Division.

4. Additional Nominations from the floor shall be entertained.

5. A majority vote of the members of the Division present at the annual business meeting shall be required in all divisional elections.

VII. Meetings

During the annual ACTE Convention, the Division must hold at least one officially announced business meeting. Members of the Division present at this business meeting shall constitute a quorum.

VIII. Budgets

Anticipated funds for proposed divisional activities for the coming fiscal year shall be submitted in writing to the Executive Director by the Vice President no later than April 1 prior to the fiscal year in which the funds are expected to be used. The request should include a description of the proposed activities which will be reviewed on the priority level, proposed objective, desirability and probability of achievement. Divisional committees anticipating funds for proposed activities for the coming fiscal year shall submit in writing to the Policy Committee Chair a request together with a description of the proposed activity at the time of the annual convention prior to the fiscal year in which
the funds are expected to be used. The Vice President will forward such requests and will notify the specific committee chair and Policy Committee Chair of the action taken.

IX. Amendments

These policies became operative upon approval by a majority vote of those present and voting at an official business meeting of the Technology Education Division at the 1976 ACTE Convention and by the Board of Directors. They may be amended by submitting the proposed revisions, in writing, sixty days prior to the annual ACTE Convention to the Vice President who, in turn, will notify within fifteen days the members of the Policy Committee and the presidents of the divisional organizations. Any such proposed revisions receiving the supporting majority vote of those attending and voting at the next business meeting of the Division during the ACTE Convention and approved by the Board of Directors of the ACTE shall be considered adopted and will become a part of the Operating Policies of the Division.

X. General ACTE Policy

If any statements or policies included in this document are in conflict with the Articles of Incorporation, Bylaws or Operating Policies of the ACTE, such items are null and void.

NOTE: Copies of this statement are available at ACTE Headquarters office upon request.
APPENDIX B

ANNUAL REPORT FORMS
ANNUAL REPORT FORM

All annual reports should contain the requested information, preferably in order.

Reports should be concise and relate to specific committee goals, tasks, and accomplishments.

One hundred copies of the report should be submitted to the Policy Committee Chair at the first convention Policy Committee meeting. In addition, five copies each should be sent directly to the Division Vice President and Chair of the Policy Committee prior to the convention. Please use these forms to facilitate handbook revision.
TECHNOLOGY EDUCATION DIVISION  
Association for Career and Technical Education

FORMAT FOR ANNUAL REPORT

YEAR __________
Committee:.................................................................................................................................................................
Chair:..............................................................................................................................................................................

1. Committee Membership

<table>
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<tr>
<th>Region</th>
<th>Name</th>
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2. Major Committee Goals

3. Committee Accomplishments, December to December

4. Tasks to be Completed from January 1 to June 30

5. Committee Recommendations Related to
   a. Resolutions
   b. Action or discussion topics for the Policy Committee
APPENDIX C
(JULY 1 to JUNE 30)

FORMS

1. Planning
2. Committee Goals
3. Committee Appointments
4. Budget Request
TECHNOLOGY EDUCATION DIVISION
Association for Career and Technical Education

PLANNING FOR FY __________

Committee:..................................................................................................................................................................
Chair:..........................................................................................................................................................................

The following information is needed to update the Committee Operational Handbook for the next fiscal year to ensure that all committees obtain the necessary support and financial backing from the Technology Education Division:

1. An update of the recommended and/or anticipated goals and tasks (page 4-3).
2. An update of committee appointments
3. Budget request for committee activities

This information should be discussed with the committee members at the ACTE Convention during the Division committee work session.

Each chair should plan to review the highlights of the report at the Division business meeting which will be held during the ACTE Convention.

The final report consisting of 1, 2, and 3 should be submitted to the Policy Committee following the Division Committee work session.
COMMITTEE GOALS/TASKS, FY ______

Committee:..................................................................................................................................................................
Chair:..........................................................................................................................................................................

List specific goals for the next fiscal year (July 1 to June 30)

Note: If any goals are the same as those listed for the last fiscal year, please note them.

GOAL 1: .................................................................................................................................................................................................
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GOAL 2: .................................................................................................................................................................................................
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GOAL 6: .................................................................................................................................................................................................
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COMMITTEE APPOINTMENTS  
July 1 to June 30, FY ______  
TECHNOLOGY EDUCATION DIVISION  
Association for Career and Technical Education  

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<th>Address:</th>
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Region  
Name/Address/Phone Numbers/E-Mail of Committee Representative*  

Term Expiration**  
1  
2  
3  
4  

Please Note: Use the back of the form if necessary for addresses/etc.  

*Each committee should have a minimum of one representative from each region. (Refer to the ACTE regional map, page 18.)  

**Committee appointments are generally for three years, but they can be shorter to help balance the cycling of the committee make-up.
BUDGET REQUEST

July 1 to June 30, FY ______

TECHNOLOGY EDUCATION DIVISION

Association for Career and Technical Education

Committee:..................................................................................................................................................................
Date:...........................................................................................................................................................................

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APPENDIX D

A Strategic Plan for the Technology Education Division

Developed by the TED Policy Committee

Officially Adopted by the Division
1995 ACTE Conference
Denver, Colorado
A Strategic Plan for the Technology Education Division

Mission Statement

The mission of the technology education division is to advance the development of technological literacy and capability for life and work.

Goals of the Division

To fulfill its mission, the technology education division shall:

1. Promote professional unity and collaboration.
2. Provide activities and products for leadership development and program improvement.
3. Increase the flow of new technology teachers into the profession.
4. Provide effective advocacy for the profession.
5. Strengthen the operation and resource base for the division.

Objectives of the Division

The objectives and resultant strategies (to be developed by each T.E.D. Committee) are directly related to the goals listed above as follows:

1. Promote professional unity and collaboration.
   1.1. Support ongoing efforts to develop a definition, philosophy and standards for the technology education profession.
   
      - Support the work and dissemination of the Technology for All Americans project to TED members.
   
   1.2. Promote interdisciplinary linkages.
   
      - Take advantage of Career Pathways, School to Work, Workforce Development, etc., opportunities that are emerging.
Disseminate information about Technology Education collaborative activities on the INTERNET (Technology/Science/Math, conference program, exemplary programs, leadership opportunities, etc.)

Encourage involvement of Technology Education in programs such as integration initiatives, NSF grants, state and national reform thrusts, etc.

Promote participation among related professional associations.

Encourage TED members to present/participate in other professional organizations and ACTE divisions (both within and beyond Technology & Vocational Education).

2. Provide activities and products for leadership development and program improvement.

2.1. Identify and recognize exemplary programs and teachers of technology education at all levels. (Awards Committee)

- Each year identify exemplary Technology Education programs in the geographic area of the upcoming ACTE Convention and invite program personnel to make a presentation as part of the Division’s convention program.

- Develop an award for recognizing a Teacher Educator of the Year.

- Participate in the updating of the Standards for Technology Education Programs and promote as the criteria for the identification of exemplary programs.

- Each year promote exemplary technology teachers for ACTE Teacher of the Year award(s).

- Develop a program to recognize significant vendor contributions to TED.

2.2. Provide the profession with leadership development activities and products.

Support leadership development and program implementation by producing an inventory of ten products for those areas of concern.

2.3. Develop curriculum and other resources to promote program improvement. (Ad Hoc Committee)
• Develop a mechanism for communicating the availability and nature of curriculum resources that are available for Technology Education teachers.

• Assemble a team of exemplary teachers to guide the conceptualization and development of a funded project to develop a High school curriculum guide for Technology Education.

3. Increase the flow of new technology teachers into the profession.

3.1. Identify and recruit individuals into the technology education teaching profession.

• Develop promotional materials interpreting the Technology Education Division and Technology Education to potential teachers. (Public Information Committee)

• Target and develop strategies and materials for attracting under-represented and diverse populations into the technology education profession (retired military, women, ethnic groups, etc.). (Diversity & Public Information Committees)

3.2. Monitor and formulate recommendations on teacher certification and program accreditation procedures. (Liaison Committee)

• Study and recommend models for meeting the requirements for Technology Education Teacher certification.

• Study and recommend models of alternative certification, including that for non-traditional students (retired military, 2nd career industry, teachers from other areas, etc.).

4. Provide effective advocacy for the profession.

4.1. Provide proactive advocacy for legislative support of technology education.

• Publish a list of the designated state supervisor or advocate for Technology Education for each of the 50 states (hard copy and on the INTERNET). (Supervision Representative & Public Information Committee)
• The Division’s Legislative Committee will have developed a Legislative Advocate Handbook.

• Advocate the role of Technology Education programs in meeting the purposes of Federal legislation to assure that programs continue to be eligible for federal funding. (Legislative & Resolutions Committee)

4.2. Develop and implement public relations and outreach initiative for the division and the profession.

• Encourage TED members to publish in the ACTE Journal (Insider, feature articles, a theme issue, etc.) (Policy and Editorial & Publications Committees)

• Develop and publish guidelines for promoting Technology Education at the state level (through the use of items such as newsletters, contests, and developing other promotional materials). (President of the Division)

• Produced products to promote the profession (e.g., bumper stickers, mouse pads, posters, lapel pins, T-shirts, notebooks, etc.). (Public Information Committee)

• Promote the profession to constituencies (parents, teachers, post-secondary, administrators, community groups, industry groups, students, etc. (Public Information and Editorial & Publications Committees)

5. Strengthen the operation and resource base for the division.

5.1. Increase division membership. (Membership Committee)

• Initiate a major membership drive including target groups such as TSA advisors, state contacts, newsletter editors, etc.

• Encourage Division members to solicit participation of students and colleagues in the ACTE New Professionals program.

• Promote the use of the ACTE’s "Multiple Membership" system for recruiting members from other divisions of the ACTE.
5.2. Increase the involvement of classroom teachers in the division and in its activities.

- Develop a plan for systematically visiting Technology Education programs in areas of the ACTE conference. (Division Conference Planners and Committee)

- Increase classroom teacher membership on and participation in Division committees. (Membership Committee and Division Conference Planners)

- Increase the number of presentations by classroom teachers on the Division’s ACTE Convention program. (Division Conference Planning Committee)

- Develop conference programs that are specifically designed to appeal to classroom teachers. (Division Conference Planning Committee)

- Solicit publication articles by "classroom teachers for classroom teachers" for newsletter, ACTE Techniques, Insider. (Editorial & Publication and Public Information Committees)

- "Spotlight"/"Highlight" classroom activities in the Insider.

5.3. Strengthen the division's operation and management as evidenced by effective committees and increased communication.

- Publish two newsletters per year to communicate with Division members. (Editorial & Publications Committee)

- Submit information about Division activities for publication in each issue of the ACTE Update. (Editorial & Publication and Public Information Committees)

- Involve members from the region of the ACTE conference by assigning responsibilities to and involving them in conference activities. (Conference Chair)

- Solicit revenue from vendors via newsletters, publications, receptions, etc. (Editorial & Publications and Policy Committees)

- Develop corporate sponsorship of TED activities (awards, marketing products, ACTE sessions, etc). (Awards Committee and Conference Chair)
• Encourage business/industry involvement on ACTE/TED committees. (President and Policy Committee)

• Develop a donor/Endowment Fund to assist ACTE/TED - To be funded by retirees, business/industry, memorials. (Public Information and Editorial & Publications Committees)

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