Meeting Date: January 25, 2007
Location: Cafeteria Conference Room, NHTI

I. Meeting Purpose: Monthly meeting

II. Present:

Members
- Judy Houston, Chair
- Dick Ayers
- Senator Peter Bragdon
- Daniel Caron
- Robert Henry
- Lynn Kilchenstein
- Paul Leather
- Michael Ludwell
- Michelle Munson
- Brenda Quinn
- Val Zanchuck
- Bruce Smith
- Dan McGuire

Ex Officio Members
- Charles Clough
- James Gorman
- Kim Runion
- Bill Simonton
- Joan Fossum

Guests
- Dan Sherwood
- Jim Anderson
- Jennifer Ng

III. Agenda

1. Last Meeting Minutes Approval
3. Sub Committee Reports and Action Items:
   - Legislative and Administrative Rules (PL/KR/JF)
   - Funding (RH)
   - WIE Conference (RH/JG)
   - Competencies (KR/JF/RAyers)
4. SERESC Principles of Engineering – next steps? (RAyers)
5. PLTW Report and Action Items (IW)
6. Tech Prep Report and Action Items (KS)
7. Counselors Conference in New Haven (RArredondo/IW)
8. Future Meetings – choose same day each month with every other meeting being sub-committees, only.
9. Other

Chairwoman Judith Houston called the meeting to order at 8:37 a.m.

Topic 1: The last meeting’s minutes were accepted.

Chairwoman Judith Houston introduced Dan Sherwood, Jim Anderson, and Jennifer Ng, of the Institute of Electrical and Electronic Engineering who presented a slide show on an overview of the "Teacher in Service Program." The program consists of IEEE members training teachers on IEEE developed activities to teach grade school through high school students about electrical engineering principals. There was much discussion with the presenters and the PETAC about how these activities may be used as a pre-curser to or as an assessment tool for meeting pre-engineering competencies. Joan F. to provide competency information and Irene to provide PLTW information to the presenters. Jennifer N. is also this year’s NH IEEE president-elect and
chair of their Women-in-Engineering program. She has contacted Bob H. about participating in PETAC’s conference this year. She also has professional SWE contacts.

Topic 2: Chairwoman Judith Houston reported that PETAC is in need of two new appointments for the Board to replace Rep. Carter and Senator Bragdon. Brenda Quinn has recently been approved to 2008. Discussion ensued as to how to approach Rep. Norman Major. Daniel McGuire will talk with him. Chairwoman Houston will contact Kathy Goode at the Governor’s Office for other possible candidates. Bruce S. also suggested that the legislative chairs also be directly approached for candidates.

Topic 3: Legislative: Joan Fossum reported that a draft copy of the Legislative and Administrative Rules will be available next month.

Funding: There was discussion regarding fund raising and where the money would be held. Several places were reviewed: the Foundation 501(C)(3) at NHTI, Kathy Totten’s 501(c) (3) or consider an application for a non profit account for PETAC. Irene will find out if there is a fee for using the Institute’s fund.

WIE Conference: The WIE Conference will be discussed with Robert Henry at the next meeting.

Competencies: Kim Runion reported that the Competencies are on hold by Paul Leather. In curriculum competencies, engineering is probably the most technical. All will be put into a newer design. In the meantime this years’ competencies, which were reviewed at the last meeting, will be used until then. The Department of Education will bring a panel together to do this work, and will ask PETAC members to be on the panel. Chairwoman Houston asked anyone from the PETAC group working on competencies to make contact with Joan Fossum.

Topic 4: SERESC Principles of Engineering – will be reported by Richard Ayers at the next meeting. The video was given to the Manchester School of Technology, but has not yet been edited.

Topic 5: Irene Wright reported that she has met with representatives from the school districts of Sunapee, Salem, Concord, Pelham, Coe Brown and has appointments with Claremont, and Plymouth. Lisbon, Littleton, Plymouth and Claremont visits have been scheduled, to discuss PLTW before the end of the month

Topic 6: Kevin Shyne reported on two programs that he has been reviewing. Engineering by Design and a district program.

Topic 7: Robert Arredondo reported that the Counselors Conference in New Haven went well, with 25 representatives from New Hampshire attending. Robert also reported that PLTW is holding its first National Conference on March 5th through March 8th, in Albany, New York.

Topic 8: Judith Houston asked the council’s preference on subsequent meeting schedule. It was decided that the PECTAC meetings and the Sub Committee meetings will be held on alternate months, on the third Wednesday of the month. Kim will check on availability of this location for the remainder of the year.
Topic 9: Other

Kim reported that there is $125,000.00 still available in matching funds for pre-engineering programs. The deadline for this to be expended is March 31st. This may have an effect on the funds voted by the legislature for the next biennium. Irene, Kevin and Kim will work to encumber these funds between potential PLTW schools and other pre-engineering programs that meet the current competencies and legislative requirements.

The next meeting of the PETAC Subcommittees will be held in the Walker Building on Fruit Street, in Concord, on February 21, 2007 at 8:30 am.

A motion was made to adjourn at 10:59 a.m. The vote was unanimous.

Respectfully submitted,
Nancy Fall
Meeting Date: March 22, 2007
Location: Walker Building Conference Room

I. Meeting Purpose: Monthly meeting

II. Present:

Members
- Judy Houston, Chair
- Dick Ayers
- Senator Molly Kelly
- Daniel Caron
- Rep. Norman Major
- Robert Henry
- Lynn Kilchenstein
- Paul Leather
- Michael Ludwell
- Michelle Munson
- Brenda Quinn
- Val Zanchuck
- Bruce Smith
- Dan McGuire

Ex Officio Members
- Charles Clough
- James Gorman
- Kim Runion
- Bill Simonton
- Joan Fossum
- Robert Butson
- Karen White
- Bob Arredondo
- Lynn Darnell

Staff:
- Kevin Shyne
- Irene Wright
- Nancy Fall

III. Agenda
1. Approval of Last Meeting Minutes
2. New PETAC Legislative Appointees (JH)
   - Senator Molly Kelly
   - Representative Norman Major
3. Other New Members required (JH): 2 (active) school Superintendents; 1 business/public member.
5. Engineering by Design – Summary (KS/VZ)
6. PLTW Conference (IW)
7. Committee Updates:
   - Financial (Dan M)
   - White Paper (VZ)
   - Administrative Rules (JF)
8. Meeting Schedule
9. Other

Chairwoman Judith Houston called the meeting to order at 8:37 a.m.

Topic 1: The last meeting’s minutes were accepted.

Topic 2: Chairwoman Judith Houston reported that there are two new appointees to the PETAC Board; Senator Molly Kelly and Representative Norman Major. Both were invited, but unable to attend the meeting.

Topic 3: Chairwoman Judith Houston reported that by Legislative requirements, we need two more active school superintendents and one business/public member. After much discussion, Don Sherwood and Charlie Head are names that were mentioned for business members. Irene Wright will call Mark Joyce to bring this topic up to at the Superintendents Board meeting on Friday.
Topic 4: Chairwoman Judith Houston distributed the draft Agenda for the "Women in Engineering Conference", to be held on April 10th, 2007, from Robert Henry. Chairwoman Houston reported that in the morning, there will be two hands-on group sessions. At 11:00 a.m., Chairwomen Houston will introduce keynote speaker Dr. Karen Panetta, Associate Professor of Electrical and Computer Engineering, from Tufts University. Chairwomen Houston mentioned that there is a list of tasks with which Robert will need help: to develop any informational handouts and stuff folders; looking for prizes to give to the students; help with the registration tables; moving the students from room to room. Please e-mail Robert to let him know if you can help.

Topic 5: Kevin Shyne reported that he and others from the PETAC attended a presentation in February by “Engineering byDesign™,” and is proposing that the PETAC approve this pre-engineering curriculum so that State funds can be made available to schools that would like an alternative to PLTW. Basically the program is a K – 16th curriculum, specializing in the middle and high schools. Joan Fossum reported that the new program would have to follow administrative rules, and meet the recently approved pre-engineering competencies; “what you should know, and what you should be able to do.” After much discussion, Chairwoman Houston requested a proposal in writing from EbD and that the curriculum must be crosschecked with State requirements and pre-engineering competencies. Kevin Shyne and Joan Fossum will review the EbD curriculum to State requirements, and Irene Wright and Val Zanchuck, will review it against the PETAC legislative requirements. Their recommendations will then be sent to the Chairwoman and she will e-mail the appointed Board Members for a vote. This will need to all be done by the end of March due to the State’s timeline for using the State funds. A motion was made by Bruce Smith to move to accept the Engineering by Design Program for review against the Pre-Engineering Competencies and be considered as an acceptable curriculum. This recommendation was approved.

Topic 6: Kevin Shyne reported that 250 people attended the PLTW Conference, with both teachers and school administrators. There was many demo projects, vendor displays, many speakers, and break out sessions. Kevin noted that the Conference was very interesting.

Topic 7: Committee Updates:
- Dan McGuire reported that he is in the process of registering the new non-profit Foundation, and he will ask a group of five people to serve as members once it is established. The Foundation would be a private fundraising activity, not public, and they would approve grants for use in any pre-engineering endeavor. The name of the foundation needs to be approved by the State first. Dan will be contacting the NH PE Board, and the NH Society of Professional Engineers. He has already received a letter from a private engineering firm. Chairwoman Houston suggested putting someone from the PETAC and the Dept. of Education on the board of the foundation organization. Kim Runion agreed. Dan will e-mail PETAC a draft mission statement.
- Val Zanchuck reported that the White Paper is complete.
- Chairwoman Houston noted that the Governor’s Report needs to be completed before summer break.
- Joan Fossum reported that the Administrative Rules are now with Paul Leather, and Virginia Irwin for review, and will be ready in the Fall.

Topic 8: Judith Houston asked the council’s preference on a meeting schedule. It was decided that the PECTAC meetings will be held on alternating months, on the third Wednesday of the month, at the Walker Building.

Topic 9: Other
Chairwoman Houston reported that voting for the new PETAC officers will be held in May.

The next meeting of the PETAC meeting will be held in the Walker Building on Fruit Street, in Concord, on May 16th, 2007 at 8:30 am.
A motion was made to adjourn at 11:00 a.m. The vote was unanimous.

Respectfully submitted,
Nancy Fall
I. Meeting Purpose: Monthly meeting

II. Present:

Members

- Judy Houston, Chair
- Dick Ayers
- Senator Molly Kelly
- Daniel Caron
- Rep. Norman Major
- Robert Henry
- Lynn Kilchenstein
- Paul Leather
- Michael Ludwell
- Michelle Munson
- Brenda Quinn
- Val Zanchuk
- Bruce Smith
- Dan McGuire

Ex Officio Members

- Charles Clough
- James Gorman
- Kim Runion
- Bill Simonton
- Joan Fossum
- Robert Butson
- Karen White
- Bob Arredondo
- Lynn Darnell

Guests

- Kevin Shyne
- Irene Wright
- Nancy Fall

III. Agenda

1. Approval of Last Meeting Minutes
2. Introduction of new House and Senate members (JH)
   - Senator Molly Kelly
   - Representative Norman Major
3. Nominations and Vote for new 2007/08 PETAC officers (Chair, Vice Chair and Secretary). (JH)
4. WIE Conference Feedback from Schools (BH/JG)
   - Val Zanchuk Recognition Award (JH)
5. PETAC Summary Report to NH Dept. of Education – Timeframe? Assignments? (JH/PL)
7. PLTW 2006/07 Summary Report (including Budget review) and Future 2007/08 Activities (KS/iw)
8. PLTW Nashua Certification Meeting Summary (IW)
9. Update on Engineering by Design Schools & Future 2007/08 Activities (KS)

Other:
1. Next Meeting Schedule
2. PETAC Logo/Letterhead Options and Decision (JH/IW)

Chairwoman Judith Houston called the meeting to order at 8:36 a.m.

Topic 1: The last meeting’s minutes were accepted with one correction. The white paper is in progress, not completed.

Topic 2: Chairwoman Judith Houston reported that the two new appointees to the PETAC Board, Senator Molly Kelly and Representative Norman Major, where unable to attend the meeting.

Topic 3: The PECTAC Council elected the following officers for this next fiscal year July 1, 2007 – June 30, 2008:
Chair: Dr. Robert Henry, P.E., PhD, UNH CEPS Assistant Dean
Vice Chair: Michelle Munson, Keene, NH
Secretary: Jennifer Ng, IEEE Women in Engineering NH Chair & Electrical Engineer at Mercury Computer Systems, Inc.

Topic 4: Bob Henry reported that 140 students attended the WIE Conference and there was a variation of responses from the feedback. It was very clear that the students want more time at the conference and they did like the keynote speaker. The problem is the crunch time, and what makes more sense time wise. Bob suggested that next year there will be 3 demonstrations, 40 minutes apiece and questions, eliminate the need to move to the MUB for lunch. A WIE Conference discussion meeting will take place in the Fall, to resolve issues.

Chairwoman Judith Houston reported that the Pre-Engineering Advisory Council awarded Val Zanchuk a Recognition Award for his long time help with PETAC and his willingness to serve on various committees.

Topic 5: Chairwoman Judith Houston reported that the PETAC Summary Report to the NH Department of Education is due at the end of June 30th, 2007. A letter will be written from the Chair reporting on various items; financial, not-profit, etc. Chairwomen Judith Houston will work with Irene Wright to develop the report.

Topic 6: Paul Leather was absent from the meeting, and Chairwoman Judith Houston summarized the State Funds(s) 2005/07 Summary Report and the Status of next biennium’s budget. Chairwoman Houston noted that the Budget calls for $400,000.00, and she assumes that this amount will move forward. The PETAC Council will be kept informed.

Topic 7: Irene Wright distributed a 2006/07 Summary Report and presented it to the Council. The $200,000.00 legislative funding was also discussed. There is a balance of $19,146.44 unspent. Kevin reported that future activities might include possible Federal money for biotechnology in 2 – 3 years. PLTW is revising and upgrading existing course work, revamping and rewriting projects, linking PLTW with other workforce development, and defining the need for earlier education in STEM fields.

Topic 8: Irene Wright reported on the PLTW Nashua Certification Meeting that she was highly impressed with the team which includes Judy Houston, Bruce Smith and Val Zanchuk. There was tremendous interaction among teachers, business representatives, parents and the administration of Nashua. Lynn Darnell reported one concern that one teacher had not completed the DE course work and was technically not certified. After much discussion, Irene Wright and Lynn Darnell will contact Bob Dorn, who is the National representative for PLTW certification. She will also talk to the school administrator regarding this. Team members’ reports should be forwarded to Irene when completed to finish the certification process.

Topic 9: Kevin Shyne reported on the update on Engineering by Design Schools, and the future of the 2007/08 activities. This program has been approved by the Council. A Statewide license has been purchased and schools can obtain licenses for a minimal fee. Once they are members, they will receive a password, and will be able to enter the website and download information. When the Web Site page is set-up, Kevin will give the PETAC Council a password in early July. UNH will provide transfer credits through Running Start for PLTW courses, as long as there is a transcript. Kevin will visit the schools across the State concerning this new program. Schools will have a choice of PLTW or EbD programs, or can have both. Kevin noted that he will have final paperwork in the next few weeks.

Other: Chairwoman Judith Houston asked the council’s preference on a meeting schedule. Bob Henry, who will be the Chairman in July, suggested that the next meeting be held in Durham, at
UNH, on Wednesday, July 11th, starting at 10:00 a.m. Future information concerning the building and room number will be available at a later date.

Topic 2: PETAC Logo/Letterhead Options and Decision was tabled until the next meeting.

Topic 3: Irene Wright reported that there was a Lisbon Teacher requesting equipment costing about $5,000.00, for a CEA program. Irene will give this information to Dan McGuire who now heads a new non-profit foundation to see if the organization can help. Chairwoman Judith Houston and Bob Henry will try and see what they can do in the private sector.

Topic 4: Val Zanchuk reported that there are grant proposals from STEM, which have 5 to 6 topic areas. The State had 1 ½ weeks to coordinate their application for the grant. Paul Leather asked Val to be on the Advisory Council, and Val wrote a support letter naming PLTW ahead in their program. Val noted that the Council should know in a month or so if the grant was approved.

The next meeting of the PETAC meeting will be held at UNH, in Durham, on July 11th, 2007 at 10:00 a.m.

A motion was made to adjourn at 11:24 a.m. The vote was unanimous.

Respectfully submitted,
Nancy Fall
PETAC MEETING

WHEN/WHAT/WHO/WHY

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

AGENDA

Agenda

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

HIGHLIGHTS

SUMMARY OF DISCUSSION (INCLUDING ISSUES/CONCERNS DISCUSSED):

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

- PETAC (Pre-Engineering Technology Advisory Council) was established in July 2002 and is now in its fifth year. To date, about 1300 students have been involved in the pre-engineering programs (about 25 PLTW - Project Lead The Way - or “Engineering By Design” programs).

- B. Henry asked P. Leather to give an oversight on where PETAC falls within the NH legislature:
  - PETAC references can be found in the RSA under Chapter 188-E Regional Vocational Education, Sections 188-E:14 to E:17 (http://www.gencourt.state.nh.us/rsa/html/xv/188-e/188-e-mrg.htm )
  - As described in the legislature, PETAC is specific to Pre-Engineering/Technology across the state of NH.
  - PLTW curriculum topics/areas served as basis but purposely not named in the legislature in order to leave the programs flexible for the Council to decide how best to expand/support curriculum for Pre-Eng/Technology purposes.
  - It is noted that the current PLTW curriculum might not meet the legislature goals (e.g. in areas of civil, Biotech, Aerospace, etc.) and there will be a need for changes to legislature.
  - Paul L gave a brief description of Carl Perkins funds (details go to http://www.ed.gov/offices/OVAE/CTE/perkins.html) and the roles of Virginia I, Kim R and Kevin S within the Dept. of Education and specifically in the Career & Tech Eng Center and Tech-Prep areas.
  - NY and NH states were the first 2 states to have a pre-engineering council. Now about 30 states have the same.
  - About 80 high schools in NH have a pre-engineering program. The goal is to continuously increase the numbers.

- R. Henry asked the role of PETAC as “Quality Control” and whether there is a need for a review/assessment of the current programs, given that they have been running for 5 years.

- R. Henry also asked whether the legislature wording related to PETAC is still current or if there is a need for changes.

- It was noted that there is a need for more open communication between PETAC and DoE (for instance there is a new marketing proposal that has been created by DoE but is not known to PETAC).

- As of July 1, 2007, I. Wright no longer works for the Department of Education and the DoE is advertising for a new person to fill a position similar to the one that I. Wright held - with some changes. The person will report to K. Shyne and the latter is responsible for writing the job description and hiring to meet the DoE needs. A copy of the job description will be provided by K. Shyne to PETAC for input.

- Open Questions:
  - What are the services to be provided by DoE? Need clarity of roles and responsibilities
  - How can PETAC help? Assessment/Review support?
  - How does PLTW fit with PETAC and DoE?
  - What is the review process in DoE? Is it in the Administrative Rules?
  - What is available from PLTW National?

- V. Irwin noted that it is not required for DoE (as a state agency) to continuously review the schools curriculum. The DoE review support is mostly at the beginning stage when the school asks for accreditation and then a possible 5-year check at the school request.
Tasks committees were formed as follows
A. Promotion and marketing of pre-engineering programs - R. Henry, K. Shyne
B. Program review and quality reviews - J. Houston, D. Caron
C. Legislation - P. Leather, N. Major
D. NHCTC role with PETAC - R. Henry
E. Annual Report - J. Houston, I. Wright*, R. Henry, and K. Shyne
F. Non-profit corporation - D. McGuire
G. Data Access and Web support - J. Ng, K. Shyne

*I. Wright worked on last year’s report

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

A motion was made to adjourn at 11:37am. The vote was unanimous.
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ATTACHMENT 1: ATTENDEES

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<th>Appointed Members (14)</th>
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<td>Robert Henry</td>
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<td>Kevin Shyne</td>
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- Robert Henry, robert.henry@unh.edu, Chair
- Michele Munson, michelemun@comcast.net, Vice Chair
- Jennifer Ng, jng@ieee.org, Not official yet. Secretary & Business Rep.
- Judith Houston, jhouston@louisberger.com, Past Chair & Business Rep.
- Val Zanchuck, vzanchuk@graphicast.com, Business Rep.
- Paul Leather, pleather@ed.state.nh.us, Dept. of Education
- Lynn Kilchenstein, lkilchenstein@nhctc.edu, President, NHTI
- Michael Ludwell, mludwell@mansd.org, Manchester Superintendent
- Thomas Brennan, tbrennankearseage.k12.nh.us, Not official yet. Kearsage Superintendent
- Bruce D. Smith, Bruag.smith68@verizon.net, Public Member
- Daniel McGuire, danmguire@gmail.com, Public Member
- Daniel Caron, dwcaron@hotmail.com, Public Member
- Sen. Molly Kelly, molly.kelly@leg.state.nh.us, Senate Member
- Rep. Norman L. Major, norman.major@leg.state.nh.us, House Member
- Robert Arredondo, rarredondo@nhctc.edu, NHTI Prof. & PLTW Trainer. Representative for Lynn K.
- James Gorman, jgorman@mv.k12.nh.us, Associate Principal, Merrimack Valley High School
- Lynn Darnell, ldarnell@nhctc.edu, NHTI Prof. & PLTW Trainer
- Virginia Irwin, virwin@ed.state.nh.us, Dept. of Education. Representative for Paul L.
- Karen White, kwhite@mansd.org, Manchester Principal. Representative for Mike L.
- Kim Runion, krunion@ed.state.nh.us, Dept. of Education
- Kevin Shyne, kshyne@ncia.net, Pre-Eng Staff
PETAC MEETING

WHEN/WHAT/WHO/WHY

MEETING DATE: Wednesday, September 12th 2007 @ 8:30 am
LOCATION: Walker Building, Concord, NH
MEETING LEADER: Robert Henry (PETAC Chair 2007/2008)
ATTENDEES: See Attachment1
DOCUMENTED BY: Nancy Fall – Admin NHCTC/Jennifer Ng - PETAC Secretary 2007/2008
NEXT MEETING: November 14th 2007 @ 8:30 am Walker Building, Concord, NH

AGENDA

Agenda

1. Progress status of tasks committees (10 mins max/each)
   A. Promotion and marketing of pre-engineering programs - R. Henry, K. Shyne
   B. Program review and quality reviews - J. Houston, D. Caron
   C. Legislation - P. Leather, N. Major
   D. NHCTC role with PETAC - R. Henry
   E. Annual Report - J. Houston, I. Wright, R. Henry and K. Shyne
   F. Non-profit corporation - D. McGuire
   G. Data Access and Web support - J. Ng, K. Shyne

2. WIE conference discussion

3. PETAC logo contest

4. Other

HIGHLIGHTS

SUMMARY OF DISCUSSION (INCLUDING ISSUES/CONCERNS DISCUSSED):

- Chair B. Henry called the meeting to order at 8:40 am
- The last meeting minutes were approved with no changes
A. Promotion and marketing of pre-engineering programs - R. Henry, K. Shyne.
K. Shyne has been contacting different people in High Schools to look at Pre-Engineering programs, e.g. Folk Technology, US First, etc. to have them understand the representation of PETAC, and to be able to work with them. Currently there are 25 high schools involved in PLTW, and a couple in the middle schools. Engineering By Design is already tied in, and Technology Education Concepts are in 7 or 8 middle schools.

Kevin reported that many schools do not know what this Council is, and inquired how we make them aware of what/when things are happening. R. Henry noted that we have industry in dire need of employees, and we have educational infrastructure that doesn’t know what is available. It seems that there is a communication gap/vacuum amongst parents, educators, industry and government.

Bob suggested that there could be an Expo to involve industry for job opportunities, schools, PLTW, Engineering By Design, and PETAC, to bring everyone together.

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

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

C. Legislation - P. Leather, N. Major
The Council reviewed the Amendment to RSA 188:14-17, the Pre-Engineering Technology Curriculum and Advisory Council, filed by Representative N. Major. Norman reported that from September 10th through the 21st, new legislation can be introduced. Once introduced, the bill will be assigned a bill number and a hearing date, and some Council Members will have to attend the hearing.

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

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

D. NHCTC role with PETAC - R. Henry
Bob Henry reported that NHTI President L. Kilchenstein would like to submit her resignation to the PETAC Council, due to her workload and schedule, and have B. Arredondo replace her (Bob is already her official designee currently). P. Leather was not comfortable with this change and noted that there are other people at her level that could fill the needed PETAC position. R. Henry reported
that for the moment, Lynn will still be the official representative (with B. Arredondo as designee) and will discuss more with P. Leather off-line.

E. Annual Report - J. Houston, I. Wright, R. Henry and K. Shyne
R. Henry reported that J. Houston has sent him the Annual Report, and it is very straightforward. Bob will e-mail the report out to the Council.

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

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

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

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

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

4. Other

- P. Leather reported that he has had several meetings at DRED, with Commissioner Bald, and M. Vlachich, concerning the manufacturing community in regards to recruiting students. Many students do not know what engineering or manufacturing is about. Paul noted there will be a Manufacturing Summit, at the Grappone Center, on December 11th. R. Henry suggested that a PETAC presence at the Summit might be very beneficial. Anyone interested in pursuing this should contact Bob.
- Val Zanchuk reported that his company, Graphicast, Inc., was listed in the Top 5000 fast-growing private companies in the U.S. Congratulations Val!

- K. Shyne reported that he and K. Runion will be attending an Engineering By Design Conference next week.

- K. Shyne thanks all the Council members for input in the job description and noted that the ad will be in the Sunday paper with a goal of filling the position as soon as possible.

- D. McGuire reported that he visited a couple of PLTW schools with I. Wright in the past and was not impressed with the schools. K. White invited him to her school to visit in the near future.

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

A motion was made to adjourn at 10:35am. The vote was unanimous.
**ACTION ITEMS: 12 – SEP – 2007**

**Updates in Blue**

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<td>Start on a PETAC promotional kit draft</td>
<td>K. Shyne</td>
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<td>P. Leather</td>
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<td>9</td>
<td>12-Sep-2007</td>
<td>Send email to gather ideas for website</td>
<td>J. Ng</td>
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<td>Closed on 28-Sep-2007</td>
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<td>10</td>
<td>12-Sep-2007</td>
<td>Setup demo of website for next meeting</td>
<td>J. Ng</td>
<td>14-Nov-2007</td>
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**ATTACHMENT 1: ATTENDEES**

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<thead>
<tr>
<th>Appointed Members (14)</th>
<th>In Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Robert Henry</strong></td>
<td><a href="mailto:robert.henry@unh.edu">robert.henry@unh.edu</a></td>
</tr>
<tr>
<td><strong>Michele Munson</strong></td>
<td><a href="mailto:michelemun@comcast.net">michelemun@comcast.net</a></td>
</tr>
<tr>
<td><strong>Jennifer Ng</strong></td>
<td><a href="mailto:jng@ieee.org">jng@ieee.org</a></td>
</tr>
<tr>
<td><strong>Judith Houston</strong></td>
<td><a href="mailto:jhouston@louisberger.com">jhouston@louisberger.com</a></td>
</tr>
<tr>
<td><strong>Val Zanchuk</strong></td>
<td><a href="mailto:vzanchuk@graphicast.com">vzanchuk@graphicast.com</a></td>
</tr>
<tr>
<td><strong>Paul Leather</strong></td>
<td><a href="mailto:pleather@ed.state.nh.us">pleather@ed.state.nh.us</a></td>
</tr>
<tr>
<td><strong>Lynn Kilchenstein</strong></td>
<td><a href="mailto:lkilchenstein@ccsnh.edu">lkilchenstein@ccsnh.edu</a></td>
</tr>
<tr>
<td><strong>Michael Ludwell</strong></td>
<td><a href="mailto:mludwell@mansd.org">mludwell@mansd.org</a></td>
</tr>
<tr>
<td><strong>Thomas Brennan</strong></td>
<td><a href="mailto:tbrennan@kearsarge.k12.nh.us">tbrennan@kearsarge.k12.nh.us</a></td>
</tr>
<tr>
<td><strong>Bruce D. Smith</strong></td>
<td><a href="mailto:Bruce.Smith68@verizon.net">Bruce.Smith68@verizon.net</a></td>
</tr>
<tr>
<td><strong>Daniel McGuire</strong></td>
<td><a href="mailto:danmcguire@gmail.com">danmcguire@gmail.com</a></td>
</tr>
<tr>
<td><strong>Daniel Caron</strong></td>
<td><a href="mailto:dwcaron@hotmail.com">dwcaron@hotmail.com</a></td>
</tr>
<tr>
<td><strong>Sen. Molly Kelly</strong></td>
<td><a href="mailto:molly.kelly@leg.state.nh.us">molly.kelly@leg.state.nh.us</a></td>
</tr>
<tr>
<td><strong>Rep. Norman L. Major</strong></td>
<td><a href="mailto:norman.major@leg.state.nh.us">norman.major@leg.state.nh.us</a></td>
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<table>
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<tr>
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<tbody>
<tr>
<td><strong>Robert Arredondo</strong></td>
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<td><strong>James Gorman</strong></td>
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<td><strong>Lynn Darnell</strong></td>
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<td><strong>Virginia Irwin</strong></td>
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<td><strong>Karen White</strong></td>
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<td><strong>Kim Runion</strong></td>
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<tr>
<td><strong>Kevin Shyne</strong></td>
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<td><strong>Nancy Fall</strong></td>
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PETAC MEETING

WHEN/WHAT/WHO/WHY

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

AGENDA

Agenda

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

2. WIE conference discussion

3. PETAC logo contest - final steps

4. Other

HIGHLIGHTS

SUMMARY OF DISCUSSION (INCLUDING ISSUES/CONCERNS DISCUSSED):

✓ Chair B. Henry called the meeting to order at 8:42 am

✓ The last meeting minutes were approved with no changes.
A. Promotion and marketing of pre-engineering programs - R. Henry, K. Shyne.
K. Shyne reported that he has received promotional material in folders packets from PLTW, and E_pD. B. Henry and Kevin will determine which schools are involved, and will send them the informational material. Kevin has received information on a tabletop, booth model, which would cost approximately $600.00; the graphics still have to be negotiated. These tools would be used at upcoming job fairs, engineering banquets, and other promotional events to market engineering programs to the general public.

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

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

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

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

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

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

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

D. NHCTC role with PETAC - R. Henry
The role of NHTI in PETAC was tabled until the next meeting.

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

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

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

We need to advertise more about PLTW in NH schools on our website. An idea would be to also ask a FIRST coordinator to be part of PETAC as ex-officio. This will greatly consolidate similar efforts in
NH. PETAC should also look at all competitions in NH and gather all the information on the website to be available to all schools.

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

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

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

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

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

4. Other

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

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

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

A motion was made to adjourn at 11:03 a.m. The vote was unanimous.
**ACTION ITEMS: 14 – NOV – 2007 UPDATE**

**Updates in Blue**

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<td>Create a PETAC promotional kit draft</td>
<td>K. Shyne</td>
<td>14-Nov-2007 09-Jan-2008</td>
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<td>Setup meeting w/ DRED representative(s) and R. Henry</td>
<td>P. Leather</td>
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<td>Closed on 28-Sep-2007</td>
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<td>List of accredited schools and list of those to come in the future (PLTW and EbD)</td>
<td>B. Arredondo K. Shyne</td>
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<td>Send Council members information on when they need to be present for the hearing of the amendment</td>
<td>N. Major</td>
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<td>Ask P. Leather on how to file formal PETAC Annual Report</td>
<td>B. Henry</td>
<td>09-Jan-2008</td>
<td>Open</td>
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<td>16</td>
<td>14-Nov-2007</td>
<td>Contact FIRST to see if they would like to be ex-officio on PETAC</td>
<td>D. McGuire</td>
<td>09-Jan-2008</td>
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<td>17</td>
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<td>Final ideas/comments on website re-design</td>
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<td>B. Henry</td>
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<td>See if Apple would be interested to have a full demo during the March 2008 WIE Conference</td>
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<td>Send Ideas/contributions to PETAC logo contest</td>
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## ATTACHMENT 1: ATTENDEES

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<tr>
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<tr>
<td>Robert Henry</td>
<td>Chair</td>
</tr>
<tr>
<td>Michele Munson</td>
<td>Vice Chair</td>
</tr>
<tr>
<td>Jennifer Ng</td>
<td>Not official yet, Secretary &amp; Business Rep.</td>
</tr>
<tr>
<td>Judith Houston</td>
<td>Past Chair &amp; Business Rep.</td>
</tr>
<tr>
<td>Paul Leather</td>
<td>Dept. of Education</td>
</tr>
<tr>
<td>Lynn Kilchenstein</td>
<td>President, NHTI</td>
</tr>
<tr>
<td>Michael Ludwell</td>
<td>Manchester Superintendent</td>
</tr>
<tr>
<td>Thomas Brennan</td>
<td>Not official yet, Kearsage Superintendent</td>
</tr>
<tr>
<td>Bruce D. Smith</td>
<td>Public Member</td>
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<tr>
<td>Daniel McGuire</td>
<td>Public Member</td>
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<td>Daniel Caron</td>
<td>Public Member</td>
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<td>Sen. Molly Kelly</td>
<td>Senate Member</td>
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<tr>
<td>Rep. Norman L. Major</td>
<td>House Member</td>
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<tr>
<td>Ex-Officio</td>
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<tr>
<td>Robert Arredondo</td>
<td>NHTI Prof. &amp; PLTW Trainer. Representative for Lynn K.</td>
</tr>
<tr>
<td>James Gorman</td>
<td>Associate Principal, Merrimack Valley High School</td>
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<tr>
<td>Lynn Darnell</td>
<td>NHTI Prof. &amp; PLTW Trainer</td>
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<tr>
<td>Virginia Irwin</td>
<td>Dept. of Education. Representative for Paul L.</td>
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<td>Karen White</td>
<td>Manchester Principal. Representative for Mike L.</td>
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<td>Kim Runion</td>
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<td>Nancy Fall</td>
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</tbody>
</table>

CONFIDENTIAL