

**IEEE Education Society Board of Governors Meeting**  
**Held at the 2016 ASEE/IEEE Frontiers in Education Conference**  
**October 14, 2016**

**Voting Members**

**In Attendance (Bold)**

*Absent (Italics)*

1. **Jim Sluss (President)**
2. **Claudio Rocha-Brito (President elect)**
3. **Melany Ciampi (Secretary)**
4. **Leonard Bohmann (Treasurer)**
5. **Rob Reilly (Sr. Past President)**
6. **Manuel Castro (Jr. Past President)**
7. *Seyed Hossein Mousavinezhad (VP MGA)*
8. **Edmundo Tovar (VP EA)**
9. **Russ Meier (VP Conferences & Workshops)**
10. **Martin Llamas Nistal (VP Publications)**
11. **Mani Mina (BoG Member-at-Large)**
12. **Lisa Huettel (BoG Member At Large)**
13. **Hamadou Saliah-Hassane (BoG Member-at-Large & Standards Chair)**
14. **Rosanna Chan (BoG Member At Large)**
15. *Alan Cheville (BoG Member-at-Large)*
16. **Maria M. Larrondo Petrie (BoG Member-at-Large)**
17. **Steve Watkins (BoG Member-at-Large)**
18. *Lance Perez (BoG Member-at-Large)*
19. **Rosa Maria Vasconcelos (BoG Member-at-Large)**
20. **Diane Rover (BoG Member-at-Large & Finance Chair)**
21. *Okyay Kaynak (Member-at-Large)*
22. *Kai Pan Mark (Member-at-Large)*
23. *Vic Nelson (Const-Bylaws Chair)*

**Other Guests in Attendance**

1. **James Rowland, Fellows Committee Chair**
2. **Ed Jones, Awards Committee Chair**
3. **Sara Zappe**
4. **Carla Zoltowski**
5. **Tony Maciejewski**
6. **Karen Galuchie**
7. **Becky Strachan**
8. **James Huff**
9. **Vic Nelson**
10. **Doug Schutz**
11. **Ted Batchman**

A table of Action Items follows these meeting minutes.

1. Welcome and Introductions — James Sluss
  - a. James Sluss called the meeting to order promptly at 9:00 a.m.
  - b. Introductions were made.
  - c. Attendance list circulated.
  - d. A quorum of voting members was established.
2. Approval of Agenda — James Sluss
  - a. Motion to approve – Bohmann
  - b. Second – Castro
  - c. Motion passes
3. Approval of the Minutes from previous BoG meeting — James Sluss
  - a. Motion to approve – Ciampi
  - b. Second – Bohmann
  - c. Motion passes
4. Presidents Report — James Sluss
  - a. Day-to-day transactions with TAB have been smooth.
  - b. Awards items have been the main focus the past few months.
5. Leonard Center at Purdue, Sara Zappe
  - a. The Leonard Center has started focusing on how they may increase work in engineering education around the world.
  - b. They have been working with ASEE ERM and ASEE. They have sponsored a welcome breakfast at ASEE.
  - c. They are finding that early faculty want to do research in engineering education but don't have the skills.
  - d. They are investigating how they might incorporate workshops with groups like ASEE ERM and our Society.
  - e. They would like to do a full-day or day-and-a-half workshop on skills for engineering education research.
  - f. Their goal would be improving the quality of papers at conferences as well as proposals to funding agencies.
  - g. They are asking that IEEE Education Society provide funds to help fund this.
  - h. They have written a white paper they sent to Alan Cheville.
  - i. The initial budget is \$15,000.
  - j. Meier notes that the white paper should be sent to him for distribution to the board.
  - k. Meier notes that they should also contact Beth Eschenbach, Steering Committee Chair, for discussion about a joint sponsorship by all three sponsoring societies.
  - l. Meier notes that funding discussion should be expanded beyond just NSF to more general "strength in proposal".
6. Division Director Report – Rob Reilly
  - a. Term on the IEEE Board ends December 31, 2016.
  - b. The Board has ten regional directors and ten divisional directors.
  - c. He oversees seven mostly small societies including our Society.
  - d. It has been different looking at IEEE as a corporation and not just a professional organization.
  - e. Much of his time is interfacing with his societies and IEEE. He answers significant questions on behalf of IEEE when asked by societies.
  - f. It was a rewarding three years.
  - g. Publications have the most problems that come up. Intellectual property rights are always an issue.
  - h. Conferences are also a huge revenue stream and thus lots of conflicts and contract issues arise.
  - i. Financial transparency issues are increasing requirements within IEEE.
  - j. He summarized the constitutional amendment proposal and the no vote from the membership.
7. Nominating Committee Report – Manuel Castro
  - a. A full report was submitted to the Board prior to this meeting.
  - b. Elections for members-at-large were held. He thanks the nomination committee for vetting the candidates.
  - c. There were 651 votes received. (21% of membership).
  - d. Results for 2017-2019 members-at-large: Rob Reilly, Rebecca Strachan, Rosa Vasconcelos, Toni Maciejewski
  - e. Election of officers will take place later at this meeting.
8. Finance Committee and Treasurer's Report – Diane Rover and Leonard Bohmann
  - a. Treasurer's Report was sent to the Board prior to this meeting.

- b. Budget was submitted to IEEE shortly after the June Board of Governors meeting.
  - c. A second pass was done in August due to IEEE cutting all Society's deficit spending.
  - d. We approved about 4% at the last meeting for one-time project. IEEE came back and said we couldn't do 3% but we could 2.5%.
  - e. Returned modified budget to IEEE. Passed by TAB. Now at IEEE Board.
  - f. We should know the results of budget approval by middle of October.
  - g. Balance sheet was discussed. There was a \$31,000 loss last year due to IEEE reserves investments losing money last year.
  - h. Current status for this year is \$83,000 surplus. This is not unusual as our spending is not uniform through the year. This will go down significantly as our final bills come in.
  - i. He expects a \$10,000 deficit by the end of the year.
9. Vice President of Conferences Report – Meier
- a. A full report was submitted
  - b. Meier summarized the state of our conferences. Over the past five years we have hit the operational plan of \$100,000 income from conference events.
  - c. FIE2016 will return a surplus in Erie but it will not be as large as the past years.
  - d. Jim Sluss reported on the visit to this year's LWMOOCS conference. He notes that this conference can help diversify our portfolio because it is larger than engineering education and includes significant industry participation. LWMOOCS will likely be in Austin next year. It will be co-organized by faculty members from UT Austin and UT Arlington. Manuel Castro notes that they year after they will be working to organize it in Barcelona. Melany Ciampi and Claudio Brito note the diversification is also a strong reason to progress forward with acquisition of this event. This board voted to move forward in June.
10. Vice President of Educational Activities Report – Tovar
- a. A full report was submitted to the Board prior to this meeting.
  - b. He has revisited the strategic plan goals of Strategic Plan 2010.
    - i. He has compared the recommendations of the Society Review Committee with our strategic plan. He will be proposing new items in Strategic Plan 2016 – the document we will begin this afternoon in the Strategic Planning Committee meeting.
  - c. Distinguished Lecture Program
    - i. Call-for-proposals for Distinguished Lecture visits was distributed.
    - ii. Updating of the list of experts is underway.
  - d. MERLOT MOU
    - i. An MOU was written and is IEEE for review.
    - ii. Creation of communities of Computer Science and Information Systems to review the materials for inclusion in MERLOT is one of the main goals of the MOU.
    - iii. The Computer Society is interested in joining this Memorandum. He met with the CS VP Education Activities yesterday here at FIE. The CS has a much greater relationship with industry and can bring great value to this collaboration with MERLOT.
  - e. IEEE Collaboratec Community in Education
    - i. We were approached about helping with Collaboratec communities for educators.
    - ii. The first Collaboratec community will be Early Career Faculty.
    - iii. This community should be available soon in Collaboratec.
  - f. Awards Committee Report – Ed Jones
    - i. The Awards process went well this year. Tonight's banquet should be wonderful.
    - ii. He reviewed the history of the Terman and Rigas Awards.
      - 1. Terman has been administered by ECE Awards Committee.
      - 2. Rigas has been administered by Education Society.
      - 3. HP has been the sponsor. HP Enterprises and HP Inc each sponsored one.
      - 4. HP no longer exists in the previous form. After the dissolution into the new form, both pieces of the "old" HP have indicated they will no longer continue with the awards.
      - 5. The executive committee met with Karen Galuchie, IEEE Foundation, this morning. She provided valuable input to the executive committee about ways forward to continue funding this award.
    - iii. Discussion about the Terman and Rigas awards.
      - 1. James Sluss notes that one of the action items of the June Board meeting was for the executive committee to plan a way forward and come forward with a recommendation today.
      - 2. James Sluss recommends we move forward with one more year of funding.
      - 3. James Sluss motions Rigas funding for 2017 at an amount not to exceed \$7500.

4. Bohmann seconds.
  5. Bohmann confirms that he has already included this in the budget for 2017.
  6. Reilly asks about the Undergraduate Teaching Award. He believes IEEE wants us to achieve a \$25000 amount for that award.
  7. Ed Jones clarifies that the amount for the UTA is \$10,000.
  8. James Sluss notes that this is a different line item on our agenda.
  9. Motion called.
  10. Motion carries.
- iv. James Sluss now brings the Undergraduate Teaching Award onto the table.
    1. We have historically paid \$7000 into this award. We are the sponsor of the award.
    2. We have been asked to fully fund the award on an annual basis. Dave Connor communicated to James Sluss that the amount would be approximately \$13,000 per year – the honorarium, travel, etc.
    3. He notes that the executive committee did discuss this with Karen Galuchie this morning.
    4. Karen Galuchie notes that the core services of the Foundation is to manage donations that organizational units receive and provide guidance to organizational units to secure funding.
    5. Karen notes she will be working with Ed Jones to reach out to the Terman and Rigas families as well as previous recipients.
    6. Karen notes the move for the undergraduate teaching award increase is to bring it up to the level of similar awards within IEEE.
    7. Ted Batchman asks how an endowment is formed and what it takes.
    8. Karen replies no endowment can be less than \$1 million. But they do have a “long term funding” instrument in lieu. Return rate is 4 to 4.5%.
    9. The long-term funding item requires 25 times the needed amount. For example, \$10,000 requires startup of \$250,000.
    10. James Sluss notes that one output of our meeting with Karen Galuchie was the possibility of moving part of our reserves to form one of the long-term funding instrument.
  - v. James Sluss notes that the motion to move forward was tabled at the last meeting. He asks if we want to place it back on the table with discussion.
  - vi. Meier: motions bringing this back to the table for discussion.
  - vii. Second: Bohmann
  - viii. Motion carries.
  - ix. Meier notes he does not feel the awards should sunset. He believes we should move forward to find a plan.
  - x. Reilly agrees with Meier but does have sticking point – the money! He believes it will be a challenge to find funding mechanisms. He notes the SRC does state we should be spending down. He asks the Treasurer and Finance Committee chair for their comments.
  - xi. Bohmann notes that the comments to move forward don’t have money attached to it. This is exploration of how we might move forward.
  - xii. Bohmann notes that the funding model can be sustained for next year due to the way he created the budget but long-term is tenuous.
  - xiii. Reilly motions to fund Undergraduate Teaching Award not to exceed \$10,000.
  - xiv. Castro seconds.
  - xv. Friendly amendment: Charge the executive committee with long-term funding mechanism and naming the award.
  - xvi. Meier notes for the Board that naming the Undergraduate Teaching Award the Rigas Award is not a valid choice because IEEE will not allow a gender-based award. Thus, doing this would change the character of the award.
  - xvii. Bohman notes the executive committee also spoke this morning about naming the Undergraduate Teaching Award for Frederick Emmons Terman. Again, this would change the character of the award because the Terman currently has a textbook component.
  - xviii. Motion carries.
11. Fellows Committee – Jim Rowland
    - a. The Education Society committee vetted the candidates and reported results to the IEEE Fellows Committee.
    - b. There were ten people on our Society committee.
    - c. There were 8 of the 10 committee members that participated actively in vetting the candidates.

- d. For the past five years (his period of Chairing the committee) IEEE reports that the committee has been recognized for its consistent and strong rating and evaluation of its candidates. Every extraordinarily qualified candidate has been elected fellow.
  - e. There have been about a dozen elected to the fellow grade during the past five years.
  - f. The IEEE Fellows Committee has  $\frac{3}{4}$  of the vote for each candidate.
  - g. The results are usually announced around Thanksgiving or the Monday or Tuesday before.
  - h. Nominations for the next cycle (2018 Fellows) are welcome – especially those believed to be extraordinarily qualified.
  - i. Our committee does not “seek out” candidates. They believe in others nominating candidates.
12. Vice President of Membership and Geographical Activities Report – Hossein Mousavinezhad
- a. Chapters Committee – Rob Reilly
    - i. He has been Chair since 2003.
    - ii. There are 69 active chapters currently.
    - iii. There are likely 6 to 8 that will dissolve at the November TAB meeting.
    - iv. He believes IEEE needs to revise the function and structure of the chapters. He believes soft skills and professional skills are the way of the future rather than technical skills.
    - v. He believes things like outreach and senior member elevation are important things for chapters to do and is an example of how chapters are evolving from technical content providers to professional development providers.
  - b. Membership
    - i. Since 2003 we have been in the mid-3000 range.
    - ii. Each year 200 – 300 come and go.
    - iii. We are currently at about 3500.
    - iv. Meier asks Reilly if he has a sense of why these 3500 stay.
    - v. Reilly responds we don’t really have good demographic information about our membership and that may be something strategic we want to begin to execute.
    - vi. Saliyah-Hassane notes that in many parts of the world, membership in the IEEE is for paper publication and career advancement. He also notes that we need to work to include professionals rather than just academics in our thinking.
13. Vice President of Publications – Martin Llamas-Nistal
- a. A full report was submitted to the Board prior to this meeting.
  - b. IEEE-RITA is under its periodic review. The review will take place at the February Board series meeting.
  - c. Society Review Committee comments will guide the Strategic Plan 2016 items our strategic planning committee will investigate this afternoon. One of the main recommendations is improving the gender diversity in our publications.
  - d. Reilly adds comments about the history of our Transaction editors – at one point there were 21 and 20 of them were males in the United States. Now it is much more diverse. He understands the SRC comments but is impressed with our Society’s work to diversity already.
  - e. Meier notes that continuous improvement is a good thing so the SRC comments can serve to remind us of keeping strong diversity in our appointments.
  - f. Mina notes that Jeff Froyd, Transactions Editor, is very good at interviewing and working to maintain diversity.
  - g. Interface – Mani Mina
    - i. Mani notes that he emails many of us ideas but few replies. He asks that the Board please consider thoughtful responses to his questions.
    - ii. Meier notes that both Education Society and ASEE are now very capable of hosting the Interface documents. Both have moved to new providers – Education Society with a contracted provider and ASEE itself.
14. Standards Committee –Hamadou Saliyah-Hassane
- a. Standards Committee approved in 2010.
  - b. The first working group was P1876 – the standard for smart networked educational learning devices for online laboratories.
  - c. There are currently 17 members on the committee although not all are active.
  - d. The Power and Energy Society have contacted him. They are interested in what we are doing and are requesting information. Thus, through our standards work our society is gaining visibility to other societies.
  - e. He is working with the IEEE Standards association to get connections to industry so that they are aware of the standard and can participate.
  - f. As the standard work progresses there are many reports that must be submitted as the group works toward publication of the first standard.

- g. He is hopeful that through connections to industry and to other societies can help the standard as well as our societies visibility.
  - h. He believes standard creation should be part of Strategic Plan 2016 that we create this weekend.
  - i. Diane Rover asks for further description about the standards committee, how it is advertised, what it is creating, etc.
  - j. Saliah-Hassane explains the history.
  - k. Diane Rover notes she believes we need to ask our community “What standards do we need? What are your ideas?”
  - l. Meier suggest a summary article about engineering education standards that exist and what we are creating would be a great read for the Education Society and ASEE ECE Division Interface Newsletter.
15. Unfinished Business – James Sluss
    - a. None
  16. New Business
    - a. None
  17. Castro: motion to move to executive session
  18. Second: Reilly
  19. Motion carries
  20. Elections
    - a. President-Elect: Russ Meier
    - b. Treasurer: Leonard Bohmann
    - c. VP EA: Edmundo Tovar
    - d. VP MGA: Mina
  21. Presentation of Past President Pin
    - a. James Sluss will transition from President to Past President December 31, 2016.
  22. Presentation of President Pin
    - a. Claudio Brito will transition from President Elect to President December 31, 2016.
  23. Castro motions to return to regular session
  24. Second Bohmann
  25. Motion carries
  26. Time and Place of Next Meeting
    - a. June 26, 2017, ASEE National Conference and Exhibition
  27. Motion to Adjourn - Mina

Respectively submitted by Melany Ciampi, October 14, 2016