IEEE Education Society Board of Governors Meeting
124th ASEE Annual Conference & Expo
Monday, 26 June 2017 - 6:00 PM to 9:00 PM
Hayes Room, Hyatt Regency Columbus
Columbus, OHIO, USA

Voting Members
In Attendance (bold)

Absent (Italics)

1. Claudio da Rocha Brito (President)
2. Russ Meier (President-Elect)
3. Melany Ciampi (Secretary)
4. Leonard Bohman (Treasurer)
5. Rosa Maria Vasconcelos (Member-at-Large, Bylaws Committee Chair)
6. Henrique dos Santos (VP Conferences)
7. Martín Llamas Nistal (VP Publications)
8. Edmundo Tovar (VP EA)
9. Ed Jones (Awards Committee Chair)
10. Mani Mina (VP MGA)
11. Hamadou Saliah-Hassane (Member-at-Large, Standards Chair)
12. Jim Rowland (Fellows Committee Chair)
13. Rob Reilly (Sr. Past President)
14. Diane Rover (Member-at-Large, Finance Committee Chair)
15. Alan Cheville (Member-at-Large)
16. Anthony Maciejewski (Member-at-Large)
17. Arnold Pears (Guest)
18. Jim Sluss, Jr. (Past President)
19. Lance Perez (Member-at-Large)
20. Lisa Huettel (Member-at-Large)
21. Maria Petrie (Member-at-Large)
22. Okay Kaynak (Member-at-Large)
23. Rosanna Chan (Member-at-Large)
24. Steve Watkins (Member-at-Large)

1. Welcome and Introduction - Claudio Brito
   a. Claudio Brito welcomed the Board of Governors and guests.
   b. Each person introduced themselves and affiliations.

2. Approval of Agenda - Claudio Brito
   a. Motion to approve: Reilly
   b. Second, Tovar
   c. Approved
3. Approval of Minutes from previous BoG Meeting
   a. Motion to approve: Bohman
   b. Second: Meier
   c. Approved

4. President’s Report – Claudio Brito
   a. EDUNINE was implemented in March 2017.
   b. Education Society now has representation on two TAB committees
      i. Dig Once
      ii. North and South Pole
   c. Keynote Speaker of ASEE Zone 2 Conference in Puerto Rico
   d. Keynote Speaker of CSC2017 Brazilian Computer Society Annual Conference

5. President Elect’s Report – Russ Meier
   a. A full report was distributed to the Board of Governors before the meeting.

6. Vice President for Conferences Report – Henrique Santos
   a. EDUNINE was held in March 2017.
      i. Call-for-paper came out a little late.
      ii. Participation was smaller than initially intended.
      iii. There were many countries represented.
      iv. Cost was an issue for some authors.
      v. 40 papers presented.
      vi. 30 papers published in IEEE Xplore
   b. EDUCON was held in April 2017.
      i. 300 submissions
      ii. 200 accepted papers
      iii. Expect a surplus similar to previous years.
   c. Has attended the webinars provided by IEEE MCE for conference VPs.
      i. IEEE Conference Committee initiative
      ii. Plans to work to implement some of the best practices suggested.
   d. Possible EDUNINE and LACCEI Conference being explored.
      i. MOU between LACCEI and the Society addresses conferences and expectations.
   e. Possible EDUNINE collaboration with a conference in Guatemala. Right now, the thinking is not yet but it is being explored.
   f. Believes that we need to create a data set about our conferences. Plans to create a template to send to conference organizers that collects the information.

7. Vice President for Publications Report – Martin Llamas
   a. No report given during the meeting.
   b. VP Publications not able to attend.
   c. Full report sent to the BoG before the meeting.

8. Vice President for Educational Activities and Awards Report – Edmundo Tovar
   a. A full report was submitted to the board prior to the meeting.
   b. Has initiated actions based on his update to the EA portion of the strategic plan.
c. Distinguished Lecture program has received an application from IEEE TALE.
   i. The proposal is being reviewed.

d. MOU with Merlot
   i. The creation of communities of experts in IT Systems and Computer Science has started.
   ii. Volunteers have signed up and content review of 100 materials have been completed.
   iii. IEEE-CS is the co-sponsor and both logos are branded on the site.

e. The MOOC on Educational Resources is almost ready!
   i. Releases to the community in August
   ii. Many of our executive committee and members have participated in its creation.

f. Serves on a number of Educational Activities Board subcommittees
   i. Faculty Resources Committee
   ii. General University Resources Committee
   iii. Our presence at EAB has raised the identity of the Society within this arm of IEEE. (IEEE-EAB is one of the corporate arms of IEEE).

g. He has been active creating the community of educators on IEEE Collaboratec.
   i. Collaboratec is the members-only social network IEEE brought on line in 2016.
   ii. Collaboratec is free to members.
   iii. Sign-up and participate in the conversation!
   iv. Community name: Engineering Faculty of Tomorrow

h. Awards Committee – Ed Jones and Jim Sl
   i. Education Society Awards nominations have been collected.
      1. Nominations have been peer-reviewed.
      2. Award winners have been chosen.
      3. Citations are being written.
      4. Letters will be written for signature by the President.
   ii. Undergraduate Teaching Award
      1. He was asked to participate in the ad-hoc conversation.
      2. IEEE has asked Education Society to take a broader role in its management.
      3. Leonard Bohman notes it is time for the Society to decide if it should budget long-term support for this award.
      4. Rob Reilly notes we may have to make hard decisions based on our revenue stream changes. This award is a large price-tag. He believes this would be on the top of his list of things to question for sustainability.
      5. Mani Mina notes that we need to be focusing on increasing revenue streams—this allows us to support things like this that are important to us.
6. Alan Cheville asks what the importance of the award is to us — do we feel it still serves our purpose?

7. Ed Jones responds that IEEE has for many years had an over-all education award known as the Milligan Award. About 20 years ago, the Undergraduate Teaching Award was created. It is quite prestigious in the community of educators with many of our members past winners.

8. Rob Reilly asks if we should jointly sponsor with Computer Society.

9. Motion: Rob Reilly moves to fund the award in 2018 with a budget line expense of $18,000 and then approach the CS about joint sponsorship in 2019.

10. Second: Anthony Maciejewski

11. Discussion continued.

12. Arnold Pears asks why IEEE is trying to get rid of the award and pass the responsibility to the Societies. He also notes that the CS already has a highly prestigious award and doubts their interest.

13. Diane Rover asks if there is an obligation to pay it. Ed Jones notes that the Awards Board is currently obligated to pay it. If the Society doesn't budget it the IEEE Foundation has to fund it or sunset it.

14. Amended Motion: Rob Reilly moves to fund the award in 2018 with a budget line expense of $13,000 and then the President will approach the Foundation about long term funding. Future requests must have a full financial analysis for long term effect.

15. Vote occurs.

16. Motion passes

17. Noted votes against: Bohman, Meier

9. Vice President for Membership & Geographic Activities Report — Mani Mina

a. Spain and Portugal initiative for Senior Member
   i. The country has worked to improve the number of successful Senior Member applications.

b. Beginning process of thinking about all the added marketing approach
   i. We held a conference in Germany and it was successful.
   ii. Beginning a new chapter in Congo, Chad, Ireland, New Zealand
   iii. Some chapters are more difficult to get started and maintain because robotics and automation, solid state circuits, etc. seem to right now.

Vice President for Membership & Geographic Activities Report — Mani Mina
There has been difficulty establishing the chapter in Florida. This has been administrative at IEEE and not our Society. We have the petitions; it has been the MGA level administration.

We are currently supporting development of members in Latin American and Caribbean countries. A team of leaders will meet at the LACCEI conference next month.

He believes we need to start looking at all of our members “as if they are in a chapter” regardless of if a real chapter has been formed in the area or not.

We also should look at students as an area for us to serve.

1. Writing competitions.
2. Ethics exercises.
3. LinkedIn and Resume creation
4. Teaching skills workshops for graduate students.
5. Etc.

Region 9 outreach

1. He has used the Personal Interest Form (bmi ed bmember a rene al ) o di co er member in Region 9 o reach o o and ini ia e con er a ion abo member hip.
2. Claudio Brito notes that on July 4 he will be giving a keynote to a 3000+ person conference in Region 9.

Fellows Committee – Jim Rowland

1. Jim Rowland submitted a full report prior to the meeting.
2. This year there were 7 nominees.
3. The committee has peer-reviewed the nomination. Six of ten committee members were eligible to peer-review. Two were not eligible because of their roles on the IEEE Board of Directors. He plans to leave these two on our committee, as they will soon transition off the IEEE BOD. Two others that were not eligible because they chose to write letters of recommendations for our candidates.
4. The committee completed a rigorous peer-review of the candidates and reached consensus on the rating for each of the 7 candidates.
5. Usually 2 or 3 would be elevated by the Fellows Committee. In the past years, it has been 2 out of the 7 or 8 nominated.
6. Continues to learn about the process as the Fellows Committee chairs and the IEEE discuss numbers and statistics.
7. The IEEE is highly selective after we submit our nominations and ratings to IEEE.
8. Intellectual merit and broad impact is what the IEEE looks for when evaluating its candidates. They have to have made contributions beyond their immediate technical area.
b. We budgeted a $9K deficit in 2016.

c. We ended up with a $48K surplus.

d. We received $63K+ in interest from our reserves.

e. We ended up net+ of $111K.

f. The report includes an analysis of income and expenses near a decade.
   i. Conference has good history exceeding expenses and an upward trend.
   ii. Transactions have a large drop in 2012 due to the change of formula used by IEEE to distribute online sales back to societies.

1. Reilly notes his concern about this graph and then continues to discuss the expenses for editorial staff.

2. He notes that the EIC and Editorial Administrator for most Societies are not paid. We are spending $50K.

3. He is also concerned about the page reduction from 700 pages to 300 pages.

4. Arnold Pears notes he believes there are three factors at play in the area of Europe he is from and one factor is IEEE central.
   a. He notes he believes IEEE centrally makes a huge loss on the IEEE Xplore platform—the digital library is not making the money it used to.
   b. The impact factor is "alright" but for someone in engineering he will publish in "studies in higher education" rather than a niche publication dedicated to electrical and computer engineering. The scope of the journal should be broadened.
   c. He notes that marketing and advertising needs to be improved to encourage broader scope submissions.

5. Rover asks if IEEE provides these services to Societies. Reilly answers yes. He has asked IEEE what it would cost if they duplicated our editorial administrator business and they replied $35K.

6. Bohman replies that he has emailed IEEE Pubs to inquire and they have noted that they would not do the same level of work as we are paying for currently.

7. Rover asks if the VP for Publications oversees the budget of the TOE and the decision that they make regarding the contracting of an editorial assistant.
9. Mani Mina notes he works with three societies and they all contract out because IEEE charges too much for the same services.

iii. A set of issues are also included in the report.

1. Executive Committee agrees to spend $4000 to add 100 pages to the TLT.

2. IEEE Board of Directors decided that IEEE will budget a 2.5% surplus for 2018. TAB has decided not to assess it across the board but it suggests the societies implement it.

3. A total of $113,500 budget requests were received. (This did not include continued funding for the Rigas award or the IEEE Undergrad a e Ed ca ion A ard). Th , e ha e a ked for more mone han e ha e ($105K)

4. IEEE is changing the proportion of revenue from IEEE Xplore and similar products. It is a 5-year phase in over 2019 through 2023. When fully implemented, the project loss to our society is $70K.

5. We may budget an additional $25.7K in special projects in 2017. We may budget $33K in special projects in 2018.

iv. Our reserve is currently large.

v. Advice from the committee is to push for the 2.5% surplus.

11. Standards Committee Report – Hamadou Saliah-Habane

a. A new website of the Standards Committee activity has been created.

b. The site address is: sites.ieee.org/sagroups

c. The editorial board for the first draft of the standard is meeting here at ASEE for review of this draft. The meeting is from 8 to 10 tomorrow morning.

d. Dissemination of draft:

i. Pre-conference workshop at EDUCON 2018

ii. Pre-conference workshop at EDUNINE 2018

12. Constitution and Bylaws Committee’s Report – Rosa Vasconcelos

a. Motion: Reilly: Add to the bylaws the text: An individual who has completed his/her term of service as President of the IEEE Education Society may refer to himself/herself as “IEEE Education Society President Emeritus” or “IEEE Education Society President Emerita.” This title is honorary and is bestowed as a result of the completion of a person’s term of service as Education Society President; action by the Board of Governors is not required. Society Presidents who do not complete their full term of service may be so designated by a vote of the Board of Governors after a positive recommendation by the Society’s executive committee. This title does not establish any obligations upon the person or the Education Society, nor does it endow any power, authority, or responsibilities upon the “IEEE Education Society President Emeritus/Emerita.”

b. Second: Bohman

c. Motion carries.
d. Action Item: Vasconcelos will work with Nelson on executing the bylaws language change.

   a. The nominations were due Friday, June 23, 2017.
   b. There were 12 nominations and self-nominations for positions on the BOG. The four members rotating off the board are eligible for re-election.
   c. One nominee for President
   d. One nominee for Conference
   e. One nominee for Secretary
   f. The Nomination Committee will begin meeting to review the nominations and peer review the slate of candidates.

14. IEEE Education Society Technical Committee on Learning Science - Rosanna Chan
   a. Learning Science is an interdisciplinary research field focused on the scientific understanding of human learning.
   b. The goal of the committee is to foster interdisciplinary activities between engineering, engineering education and general education.
   c. Distinguished Lecturer from King's College was brought to Hong Kong to provide a lecture called "Inspired to become an engineer"
   d. Two other seminars were held this past year.
   e. She notes IEEE TALE will be in Hong Kong in December and the TCLS will be pre-enrolled and visible at the conference.

15. Representative of IEEE EdSoc in the TAB Committees
   a. Education Society is able to have representatives on certain subcommittees that report to the TAB. Some are appointed, some are recommendations for appointment, and some are nominations for election by the Technical Activities Board.
   b. The executive leadership will be brainstorming people to nominate for committees.

16. Proposal of IEEE Education Society Logo – Claudio Brito and Melany Ciampi
   a. In the 1990s, Victor Schultz asked Brito and Ciampi to run a conference in Brazil.
   b. They contracted a firm to create a logo.
   c. They presented the logo created at that time.
   d. They showed the logo and noted it is already done.
   e. It would be free to us rather than spending money.
   f. Motion to approve: Brito
   g. Second: Ciampi
   h. Motion tabled

17. MOU with COPEC – Claudio Brito and Melany Ciampi
   a. Communication with IEEE staff is difficult.
   b. The Society is reviewing the MOUs with all Sister Societies: COPEC, LACCEI, IGIP, etc.
   c. They will bring an update on MOU status at the October meeting.

18. Duncan Frasier IFEES Award indication of IEEE EdSoc member each year – Claudio Brito and Melany Ciampi
a. IFEES is the International Federation of Engineering Education Societies.
b. Each year we receive a solicitation for nominations for this award.
c. Hamadour is our representative in IFEES.
d. Nomination is due by September.
e. Rover asks if this is something the Awards Committee should be handling for the Society.
f. Brito clarifies that we are still learning about this award.
g. Rover suggests that the Awards Committee investigate this.
h. Petrie notes this is a very good way of increasing our visibility. She has been nominated by five countries for her work in LACCEI.
i. Petrie also recommends the Awards Committee take the creation of a recommendation if asked by IFEES.

19. 60 years anniversary of IEEE EdSoc commemoration in FIE2017

- Claudio Brito and Melany Ciampi

a. Ciampi notes that in 2007 we celebrated the 50th anniversary.
b. Thus, this year is the 60th anniversary.
c. She is proposing a simple recognition event at FIE in October.
   i. Perhaps a cocktail party with invited past presidents talking about the society.
   ii. Other suggestions and ideas are requested.
d. Bohman notes that a request should be sent to the Finance Committee.
e. Meier notes the venue of the awards banquet is already available and a nice dinner budgeted in our FIE line item.

20. Unfinished Business

- Claudio Brito

21. Time and Place of Next Meeting

- Melany Ciampi and Russ Meier

a. FIE 2017: Indianapolis, Indiana, USA
b. October 2017 – date to be determined
c. The Secretary will request room and time slot allocation from Kevin Curry, KUCE.

22. Adjourn

- Claudio Brito

Respectfully submitted by Melany Ciampi, June 26, 2017