

IEEE Education Society Board of Governors Meeting

Held at the 2015 ASEE National Conference and Exhibition

June 15, 2015

Voting Members

In Attendance (Bold)

Absent (Italics)

1. **Jim Sluss (President)**
2. *Claudio Rocha-Brito (President elect)*
3. **Oliver Ban (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. *Deepak Garg (BoG Member-at-Large)*
15. *Alan Cheville (BoG Member-at-Large)*
16. *Melany Ciampi (BoG Member-at-Large)*
17. **Victor Nelson (BoG Member-at-Large & Const-Bylaws Chair)**
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)*

Other Guests in Attendance

1. Vic Schutz
2. James Rowland, Fellows Committee Chair
3. Steve Watkins
4. Susan Lord
5. Harry Powell
6. Ed Jones, Awards Committee Chair
7. Dave Irwin

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 7:00 p.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 – Meier
 - c. Motion passes
3. **Accept the Minutes from previous BoG/AdCom meeting** — James Sluss
- a. Motion to approve – Bohmann
 - b. Second – Ban
 - c. Motion passes
4. **Reports on business transacted other than at BOG meeting** — James Sluss
- a. **Strategic Planning Report** – Jim Sluss
 - i. Strategic Planning Committee met immediately before this meeting.
 - ii. Draft of the Strategic Plan was delivered during this SPC meeting.
 - iii. Draft will be circulated to BOG shortly.
 - iv. Society review document draft has been started.
 - v. October 1 deadline for Society Review Draft to be completed.
 - vi. Deadline for submission to IEEE is one month prior to November TAB meeting, so effectively October 18.
 - b. Communications
 - i. Women In Engineering Committee has contacted the Society asking for a representative. He is seeking recommendations / nominations from the Board.
 - ii. Society on the Social Implications of Technology has reached out for a representative. He is seeking recommendations / nominations from the Board.
 - iii. HKN offered the opportunity to submit a one-page “Society Spotlight” for The Bridge. He is preparing a submission for the October issue.
 - iv. Ongoing communications with the Division 6 Presidents and Director Reilly
5. **Report of Officers** — James Sluss
- a. President's Report – James Sluss
 - i. A complete report was submitted to the BOG prior to this meeting.
 - ii. Represented the Society at February 2015 TAB meeting.
 - 1. 75% of the revenue is generated from Societies and Councils
 - 2. Overheads are growing at a faster rate than Societies and Councils, Membership and Geographic Activities and other operating units are growing revenue.
 - 3. This risk stresses the IEEE financial viability.
 - iii. Represented the Society at EDUCON 2015 in Estonia.
 - 1. Enjoyed networking with members in Region 8.
 - 2. Attended EDUCON Steering Committee
 - iv. TAB Meeting Series June 19 – 20, 2015 in NJ
 - 1. TOE is undergoing its PRAC review
 - v. Will attend IGIP Annual Meeting in Florence in late September
 - 1. Hopes to sign the new sister society agreement with IGIP
 - vi. Will attend the Spain Chapter meeting in October
 - b. Treasurer's Report — Leonard Bohmann
 - i. A complete report was submitted to the BOG prior to this meeting.
 - ii. Budget versus actual summary: \$40K deficit at the end of the year.
 - 1. This is not a bad thing – we have been trying to do some deficit spending to move down our retained revenues.
 - 2. We funded special project initiatives.
 - iii. Balance sheet summary: Net worth is \$1,163,000
 - iv. Our net worth dropped \$30,000 in 2014.
 - v. IEEE has again set aside \$1,000,000 for special projects.
 - vi. Forecast for this year (as of this date)
 - 1. 15,000 Awards Banquet line added to the budget based on October vote.
 - 2. This forces the forecast back into deficit.
 - 3. Again, this is okay as IEEE wants S/Cs with large surplus to spend it down.

6. **Chapters Committee** – Rob Reilly / Manuel Castro
 - a. A complete written report was submitted to the Board before the meeting.
 - b. 12 New Chapters are under formation
 - c. As Division Director, Rob Reilly has more responsibilities and will be off-loading some of the Chapters work to committee members
 - d. Student Activities Committee is waiting for the new website to release the next edition of their journal.
7. **Conferences Committee** – Russ Meier
 - a. A complete written report was submitted to the Board before the meeting. Please review that report as Russ is taking meeting minutes at this Board meeting.
 - b. Key point from the report: all of our financially sponsored conference events in the last cycle have achieved surpluses. In the last six months nearly \$11,366 in conference surplus distributions has entered the Education Society accounts.
8. **Education Activities and Awards Committee** — Edmundo Tovar
 - a. A complete report was submitted to the BOG prior to this meeting.
 - b. Participates as EAB University Resources Committee member.
 - i. One deliverable from this committee was the URC Workshop.
 - ii. He presented the Education Society's portfolio of products.
 - c. IGIP ING.PAED.IGIP
 - i. IGIP is updating the Ing.Paed.IGIP process.
 - ii. But there has been struggle to get agreements with IIDEA and IFEEES.
 - iii. They want to collaborate with Education Society as they complete the update.
 - iv. One of the main collaborations could be dissemination of the certification program to interested members, facilitating them taking the curriculum, recognizing them for achieving the title, etc.
 - v. The main content of the IGIP Prototype Curriculum is published on IGIPs website.
 - d. Inventory Report on Educational Activities
 - i. Working on identifying all of our activities.
 - ii. This inventory will be included in the strategic plan.
 - e. Distinguished Lecture Program
 - i. DLP needs a renewal and update so that it becomes one of the best in IEEE.
 1. Three pillars: integration in the new web site, extend our DLP as a "service" to other S/Cs, form a new guidance committee responsible for overseeing the renewal.
 - ii. ICACIT: Claudio Brio da Rocha
 - iii. Tunisia 2015 request: cancelled due to turbulent events in Tunisia
 - f. Collaboration with TAB in Educational Strategic Viewpoint Papers
 - i. Goal: strengthen strategic planning within IEEE by stimulating discussion within and between the societies and councils on opportunities and challenges.
 - g. Awards – Ed Jones
 - i. Tovar thanks Ed Jones for his work on the Awards Committee and this year's process
 - ii. Rob Reilly proposed to Ed Jones that the James H. McGraw Award be sunsetted. Jones agrees that this award has not been offered for a substantially long time due to lack of support. Last awarded in 2004.
 1. Motion to take action to sunset the James H. McGraw Award – Jones
 2. Committee motions do not require seconds.
 3. Discussion:
 - a. James Rowland notes the difficulty he had when coordinating the selection at one time. He supports this move.
 4. Motion: approved
 5. **Action Item**: Ed Jones – Awards Chair, begin process of sunsetting the award. Report back in October at the FIE BOG series.
 - iii. Rob Reilly has proposed the creation of an "Eminent Engineering Educator" award recognizing persons accomplishments, expertise, and contribution to the field of engineering education.
 1. Proposal was received.
 2. The committee presented the information at the BOG meeting.
 3. The consensus of the committee was that no action will be taken.
 - iv. The list of this year's award winners was reviewed. Congratulations were extended to our award winners on behalf of the Society.
9. **Fellows Committee** – James Rowland
 - a. A complete written report was submitted to the Board before the meeting.
 - b. Committee has acted.

- c. Recommendations have been submitted to IEEE.
 - d. IEEE Fellows Committee requires five evaluations for each nominee. This year we had 7 to 8 for each.
 - e. Our committee does not see the letters of recommendations / references / endorsements submitted with candidates. This is done to ensure that the IEEE Fellows Committee has two completely different evaluation sets: one from letter writers and one from a recommendation committee.
10. **Finance Committee** – Leonard Bohmann / Diane Rover
- a. Finance Budget Review
 - i. A complete written report was submitted to the Board before the meeting.
 - ii. 2015 Remainder Funds have been freed up at the IEEE level. Total \$1 million.
 - 1. Proposals are due June 30.
 - 2. Submissions should be sent to the committee ASAP.
 - iii. Target budget from IEEE was received June 8.
 - 1. This is too late to complete Finance Committee recommendations to the BOG at this meeting for 2016 budget.
 - 2. Finance Committee will make final recommendations to the BOG by the end of June.
 - 3. Budget request must be to IEEE by July 15.
 - 4. Electronic distribution and voting will occur over the next weeks. Watch for these emails and participate in discussion and vote if you are a voting member.
 - 5. Funding requests from VPs and others are less than previous years.
 - iv. The FIE Awards Banquet will be added to the 2016 budget.
 - v. The target budget sent by IEEE is comparable to what has been sent in past years.
 - vi. Target budget allows 3% of previous year-end reserves to be spent. This is just under \$35K for our Society.
 - 1. Extending the deadline from the earlier call to the BOG.
 - 2. Send proposals by June 22, 2015.
 - vii. IEEE has also noted that additional funds will be available for extra projects.
 - 1. These must benefit technical communities or running society more efficiently.
 - 2. These are due by July 15.
 - 3. Thus, the committee wants to wrap this into the June 22 deadline. Remember there are two sets of funds. Please consider proposals.
11. **Members and Geographic Activity Committee** — Hossein Mousavinezhad
- a. A complete written report was submitted to the Board before the meeting.
 - b. Membership remains mostly stable with a small decrease that parallels the overall decrease in IEEE.
 - c. Membership is still above 3000 as of today.
 - d. Pursuing IEEE Education Society membership table / booth at ASEE 2016 New Orleans.
 - e. Attended ABET Symposium in Atlanta.
12. **Nominating Committee** – Manuel Castro
- a. A complete written report was submitted to the Board before the meeting.
 - b. Summarized the nominations that have been received and how the committee will proceed to prepare the electronic vote and face-to-face VP elections at FIE.
 - c. Proposes that all elections be combined into one electronic vote in August-September of 2016 where the 3000+ members vote to approve all members-at-large and officers.
 - i. Motion – Castro
 - ii. Committee recommendations do not require seconds.
 - iii. Vic Nelson notes that election of officers must be members of BOG only. Thus, a separate electronic election with ballots only to the BOG must be used.
 - iv. Leonard Bohmann asks for clarification.
 - 1. Manuel responds that he would like to see all elections electronic.
 - 2. Bohmann notes that previous conversations were that BOG should be electing VPs due to corporate history.
 - 3. Manuel responds his proposal makes it more consistent with all IEEE elections and many other S/Cs.
 - v. Vic Nelson clarifies that Bylaws changes do not require TAB approval, simply notification. Constitution changes require TAB approval. Thus, this may not be possible in a timeline due to the TAB approval process.
 - vi. Susan Lord notes it is good to give the whole membership a voice. But many other S/Cs do indeed elect officers by the BOG. This provides the BOG the ability to strongly discuss and evaluate the candidates so that continuity and function continue forward when officers change.

- vii. Susan Lord notes that if this moves forward we may want a requirement that nominees for officers be restricted to previous BOG members.
 - viii. Manuel Castro tables his motion and will work with Vic Nelson on a proposal for October with timeline and implications to the nomination process.
13. **Publications Committee** – Martin Llamas Nistal
- a. A complete written report was submitted to the Board before the meeting.
 - b. Please read the reports as Martin was not able to join us.
 - c. The TOE PRAC review will take place on Thursday in New Jersey.
 - d. Interace – Mani Mina
 - i. Attacks on ISU computers have caused it to be blocked.
 - ii. The Interface will move to our new website.
14. **Standards Committee** – Hamadou Saliah-Hassane
- a. A complete written report was submitted to the Board before the meeting.
 - b. Committee is 18 members appointed by the Chair.
 - c. Most of the members are contributing to the P1876 Standards Working Group.
 - d. This standard is Smart Educational Learning Objects for Online Laboratories.
 - e. This is attracting many stakeholders including companies, academics, etc.
 - f. Multiple meetings of the working group have occurred: Berlin, Istanbul, Madrid, Tallin, Azores
 - g. Goal is first draft written by and submitted for discussion at EDUCON 2016.
15. **Web Site** – Hossein Mousavinezhad
- a. Status of redesign upgrade – Susan Lord / Russ Meier / James Sluss
 - i. Jim Sluss showed the new website.
 - ii. The new website is mostly populated but we are still working on some of the last items.
 - iii. We had hoped to roll the page out and make it public earlier but real-life gets in the way of volunteers. We will finish very soon.
16. **Unfinished Business** – James Sluss
- a. Rewriting the agreement with IGIP. Goal: Signed at the end of September.
17. **New Business** – James Sluss / Diane Rover
- a. Diane Rover presented an award to Ed Jones on behalf of the IEEE Committee on Engineering Accreditation Activitis
 - i. Dr. Edwin C. Jones Jr. in recognition for your dedication and committee as team assignment coordinator for the Committee on Engineering Accreditation Activities.
 - ii. The BOG congratulates Ed.
 - b. Dave Irwin distributed information on a Division Elect candidate.
 - i. Our Division includes Industrial Electronics, our Society, and several other smaller S/Cs.
 - ii. Provides a biography of John Hung – former IES President as a candidate for Director elect and asks the BOG for their support of this candidate during the elections.
18. Motion to adjourn: Meier
- a. Second: Mina
19. Time and Place of Next Meeting
- a. October 2015, Frontiers in Education Conference, El Paso, Texas, traditionally on Friday afternoon

Action Items

Item	Responsible Party	Date Completed
Begin sunseting the McGraw award.	Ed Jones	
Continue the new website design and roll out the website	Meier / Sluss / Lord	

Respectively submitted by Russ Meier, June 15, 2015