

IEEE Education Society AdCom Meeting
October 28, 2010

In Attendance:

Susan Lord (President)

Rob Reilly (Secretary and Chapters Chair)

Jim Sluss (Treasurer)

Claudio da Rocha Brito (AdCom Member-At-Large)

Cordelia Brown (AdCom Member-At-Large)

Manuel Castro (AdCom Member-At-Large)

Melany Ciampi (AdCom Member-At-Large)

Joseph Hughes (Jr. Past President)

Martin Llamas (AdCom Member-At-Large and Publications Chair)

Lance Perez (Finance Chair)

Russ Meier (Meetings Chair)

Victor Nelson (AdCom Member at Large and Constitution and Bylaws Chair)

Matthew Ohland (AdCom Member-At-Large)

Hamadou Saliah-Hassane (AdCom Member-At-Large)

Lynn Slivovsky (AdCom Member-At-Large)

Rod Soukup (AdCom Member-At-Large)

Edmundo Tovar (AdCom Member-At-Large)

Michael Auer (IGIP President)

Ted Batchman

Liz Burd

Leonard Bowman

Marcel Castro

Yuen Yan-Chan

Gordana Jovanovic Dolecek

Susan Donohue

Chris Greene

Ed Jones (Past EdSoc President)

David Kerns (Past EdSoc President)

Sherra Kerns

Kai-Pan Mark

Mani Mina

Philip Moore

Inmaculada Plaza

Victor Schultz (Past EdSoc President)

Ingrid St. Omer

Danilo Garbi Zutin

1. Welcome and Introductions
 - a. Susan Lord began the meeting promptly at 3:15 p.m.
 - b. Susan Lord welcomed the group.
 - c. Introductions
2. Approval of Agenda
 - a. Motion Meier
 - b. Seconded Perez
 - c. Motion Carries
3. Approval of Minutes from Louisville AdCom Meeting
 - a. Motion Meier
 - b. Second Reilly
 - c. Motion passes
4. ECE Division of ASEE Meritorious Service Award Winner Presentation
 - a. Leonard Bowman presented the award to Dr. David Kerns for his dedication and work with the ECE division of ASEE.
 - b. The committee congratulated Dr. Kerns and thanked him for his service to the engineering education community.
5. Reports on Business Transacted other than at AdCom Meeting
 - a. Last TAB meeting
 - i. IEEEE Transactions on Learning Technologies was reviewed.
 - ii. The review went well.
 - b. All Society Review (18 November 2010) update – Susan Lord
 - i. Susan Lord thanked the members that were involved with work on the review document.
 - ii. The All Society Review committee will meet with EdSoc representatives on 18 November 2010.
 - iii. The Society will have a chance to respond to the feedback into early next year.
 - c. IEEE-RITA
 - i. This publication is on the agenda at the November TAB publications committee. Comments are being collected within this IEEE group.
 - ii. We are in Phase-1 review – scope of the publication.
 - iii. If we are successful in phase-1, we will advance to phase-2 which is the financial side of review.
 - iv. It is unusual for IEEE to have a publication that is not in English. Rules have loosened to say that abstracts must be in English but the papers can be in other languages.
 - d. IEEE Transaction on Education Scope Change
 - i. TOE went through a review in February. After feedback comments we have made some changes to our scope.
 - ii. This was submitted to IEEE and will be voted on at the November TAB meeting.
6. Report of Communications – Susan Lord
 - a. No Report
7. Report of Officers – Susan Lord

- a. President's Report – Susan Lord
 - i. Susan Lord thanked the EdSoc members that have been so helpful to her in the years of her presidency.
 - ii. Susan Lord thanked Melany, Claudio, Manuel, Edmundo, Kai-Pan Mark and Rosanna Chan for this hospitality during her to Hong Kong and China.
 - iii. Susan notes that our worldwide activities are extensive and she is so pleased she was able to see it during her presidency.
 - iv. Susan notes that she learned a lot about IEEE and the administrative side of the worldwide IEEE.
 - v. Susan produced a history of the Education Society presentation to IEEE and she notes how rewarding it was to learn about our history. She thanked Ed Jones for his assistance during her presentation preparation.
- b. Strategic Planning Update – Susan Lord and Vic Nelson
 - i. Susan reviewed her strategic planning meetings and then introduced Vic Nelson to review some changes in governance being proposed at this meeting.
 - ii. Vic Nelson presents his findings and recommendations about governance structure.
 - iii. Vic reviewed 12 other societies. His summary comments were submitted as a report.
 - iv. Significant difference is that other societies elect from the membership and not by the AdCom. This is a point made in feedback during our last two all-society reviews.
 - v. Significant difference is that about 1/3 of the other societies reviewed had rules in place to guarantee that all IEEE regions have at least one seat on the AdCom. Some also have rules about GOLD members.
 - vi. Significant difference is that most societies have a President and President-Elect rather than a V.P. In these societies, the V.P. is given to chairs of standing committees. Our process also requires people to commit to 10 years: 2 as secretary, 2 as VP, 2 as president, 2 as junior past president, and 2 as senior past president.
 - vii. It was noted that currently we have the V.P. serve as the Award Chair. It may be in our best interest to move to an appointed awards chair position so that it frees the V.P. from that duty.
 - viii. Significant difference is that many societies do not have treasurer and secretary as part of the chain to president and thus they are not voting members of the executive committee.
 - ix. Some societies have an executive director to handle business issues.
 - x. In most cases, the President appoints the cabinet at the start of each year.

- xi. Another significant difference is that most societies publish term-limits for their publications editors.
 - xii. Summary of major items for follow-up action: electing ad-com by society membership, regional representation, president and president-elect, renaming chairs to V.P., and term limits to publications editors-in-chief.
 - xiii. Susan Lord appoints Joe Hughes and Rod Soukup to work with Vic Nelson on drafting proposed changes.
- c. Treasurer's Report – Jim Sluss
- i. Most recent balance sheet shows a net worth up \$51,000.
 - ii. Through the month of September we are projecting a \$12,000 surplus.
 - iii. 2011 budget was presented with a \$74,000 deficit due to Transactions on Education backlog. This was approved by TAB and will be funded by our prior-year carry-over and our 3% spending from reserves.
 - iv. Total net worth is \$867,000.
- 8. Awards Committee – Susan Lord**
- a. The awards committee responsibilities transferred to Susan Lord earlier in the year. The V.P. resigned from this position.
 - b. Susan Lord encourages people to nominate!
 - c. William E. Sayle Achievement Award – Rob Reilly
 - i. TAB states it must start with IEEE
 - ii. TAB stated it looked possibly too broad. They sent back some recommendation on title of the award.
 - iii. Reilly motions: IEEE William E. Sayle II Award for Achievement in Education
 - iv. Hughes suggests we consult his wife about the "II" on his name. He believes he had stopped using that title.
 - v. Meier seconds.
 - vi. Motion carries. The award will go forward to IEEE when we have a letter of approval from his wife.
 - vii. Susan Lord gives Joe Hughes an action item: Joe will contact Bill Sayle's wife within one week asking for a letter of approval to use his name.
 - d. Reassessment of Millman/McGraw-Hill Award – Rob Reilly
 - i. Susan Lord tables.
- 9. Chapters and Geographical Activities Committee – Rob Reilly**
- a. Rob has been chair of this committee since 2003.
 - b. Today we have 69 chapters around the world.
 - c. Rob notes that structure and function of the chapters varies all over the world. Everybody is very unique and individual.
 - d. Student activities has really grown and blossomed.
- 10. Constitution and Bylaws Committee – Victor Nelson**
- a. Most recent changes have been submitted to TAB.
 - i. Standing Committee on Standards.

- ii. No longer specify amount of dues in bylaws.

11. Distinguished Lecture Program – Edmundo Tovar

- a. Program is running now.
- b. Last May there was a call to Chapter Chairs.
- c. One application was approved for the Spanish Chapter (FINTDI)
- d. One application from Malaysia but it was canceled.
- e. One application from India and Bangladesh. It is still under review.
- f. Edmundo notes that we need to increase visibility on our website.
- g. Edmundo notes that the Computer Society has launched a new Distinguished Visitors Program that we can learn from and perhaps collaborate with.

12. Fellows Review Committee

- a. No report

13. Finance Committee

- a. All pending requests from June were accepted.

14. Meetings Committee

- a. The Meetings Chair report is available in the on-line agenda. The report summarizes business conducted by the Meetings Chair between June and October including visits to North Africa and the Middle East in support of our conference work in IEEE Region 8.
- b. Russ Meier reported that FIE2010 has 624 registrants as of this morning and is projected to have a surplus.
- c. Manuel Castro reported on EDUCON2010.
 - i. EDUCON final budget is closing.
 - ii. There is nearly a 20,000 euro surplus. It will be divided between the sponsoring societies according to the MOU.
 - iii. Final activities include sending a DVD to all participants.
- d. Manuel Castro reported on TAEE2010
 - i. TAEE has a surplus of 3700 Euros. They will give approximately 25% to the EdSoc as part of the MOU of technical co-sponsorship.
- e. Melany Ciampi reported on IGIP2011
 - i. IGIP will be in Santos, Sao Paulo, Brazil
 - ii. Dates are 27 – 30 March 2011
 - iii. Deadline for abstracts has been extended for a couple of weeks.
 - iv. So far there are 350 abstracts so far.
- f. Vic Shultz gave a short report of FIE1990 – the conference exactly 20 years ago
 - i. The report is meant to encourage everyone to think about how successful FIE can be overseas in Madrid in 2014.
 - ii. He noted how very successful the conference was and how positive the feedback was to the organizing committee.
 - iii. He noted that then the budget was \$275,000. This included tours, hotels, etc. The conference had a surplus and returned approximately \$6400 to the sponsoring societies.

- iv. Unfortunately, one year after the conference closed a late bill of nearly \$7000 arrived! He absorbed the cost rather than going back to the society!
- v. This was a different time. The world was a very different place. Today, think how successful FIE can be!
- vi. Susan Lord thanked him for his report.

15. Membership Committee – Rob Reilly

- a. The society has gained members.

16. Publications Committee – Martin Llamas

a. Interface – Rob Reilly

- i. Editorial staff put out one issue.
- ii. It has stalled again. Some decisions will need to be made. A substantive conversation needs to be had to determine where to go.

b. News and Notes – Rob Reilly

- i. Ali Iranmanesh has taken over and is working.

c. MEEM – Rob Reilly

- i. Our student group continues to do excellent work.
- ii. The student group is going to be interfacing with the IEEE group that publishes the IEEE Potentials to collaborate.
- iii. Reilly wrote an IEEE Foundation grant to help fund a meeting to determine the future directions of MEEM.

d. Transactions on Learning Technologies – Matt Ohland

- i. Matt read some excerpts from the feedback to our report to the IEEE Periodical Review Committee.
- ii. The comments were very positive.
- iii. Joe Hughes asks about the term of the Editor-in-Chief.
- iv. Matt responds that this EIC chose the 5-year non-renewable term so he still has two more years.
- v. Matt notes that his term on the steering committee is ending and will need to be filled either before the end of this year by the current President or early next year by the incoming President.

e. IEEE RITA – Manuel Castro, Martin Llamas

- i. A report is available on the on-line journal.
- ii. November issue is a special issue on mobile-learning: trends, questions, and challenges

f. Transactions on Education

- i. We are addressing the backlog by increasing the page count. IEEE is allowing us to project a deficit next year to allow us to do this.
- ii. We are adding 300 total pages, 100 per year for three years.

17. Standards Committee – Rob Reilly and Hamadou Saliah-Hassane

- a. This committee was approved at the last AdCom meeting.
- b. A report is available in the on-line agenda about business activity since the last meeting.

18. Unfinished Business – Susan Lord

- a. The letter to new members has not been drafted.

19. New Business – Susan Lord

- a. Cooperation between IGIP and EdSoc – Melany Ciampi

- i. IGIP is 40 years old and operates very successfully in Europe.
- ii. It certifies teachers and trainers in engineering fields.
- iii. Certification is based on experience and quality of the educator.
- iv. There is a curriculum so educators can attend training at a training center. In North America, this center is in Brazil.
- v. She proposes a better relationship between IGIP and EdSoc and how we can work together to benefit from each other.
- vi. Certificate is a title of International Engineering Educator
- vii. If you visit their website (igip.org) you find all the information.
- viii. Manuel Castro notes that other societies are starting certification programs – like computer and communication.
- ix. Michael Auer notes that IGIP is interested in cooperating with other engineering education societies. It is focused on pedagogy and believes we can have good collaboration.
- x. Michael Auer notes that some of the curriculum is now on-line.
- xi. Michael notes that “sister-society” agreement would be the step forward.

1. Reilly moves an exploratory committee.

2. Lord seconds.

3. Manuel, Edmundo, Melany, Claudio, Lance, Jim, Lynn, and Rob volunteer.

4. Motion passes and committee is seated.

- b. Website Upgrade – Rob Reilly

- i. IEEE has put a committee in place to develop website templates.
- ii. Rob is looking into using the website templates.
- iii. By this time next year we should have an upgraded website.
- iv. Phillip Moore volunteers to assist Rob with the website.

20. Nomination Committee – Joseph Hughes

- a. Hughes motions the committee moves to executive session.
- b. Motion carries
- c. Hughes confirms that the only people remaining are eligible voting members of the AdCom.
- d. Hughes ran the election. The candidates were reviewed and made statements. As each position was elected, candidates were asked to leave the room if they were present.
- e. Hughes motions return to general session.

21. Announcement of Election Results – Joe Hughes

- a. Rob Reilly – President
- b. Manuel Castro – Vice President
- c. Jim Sluss – Secretary

- d. Cordelia Brown – At-Large Member
- e. Matt Ohland – At-Large Member
- f. Hamadou Saliah-Hassane – At-Large Member
- g. Mani Mina – At-Large Member

22. Motion to Adjourn

- a. Motion by Meier
- b. Meeting Adjourns at 6:15 p.m.