

Atlanta BoG Agenda, June 24, 2013

Attendance:

James Sluss, President-elect
Oliver Ban, Secretary
Lance Perez, Treasurer
Susan Lord, Sr. Past President
Russ Meier, Vice President Conferences
Seyed Hossein Mousavinezhad, Vice President Member and Geographical Activities
Edmundo Tovar, Vice President Educational Activities and Awards
Mani Mina, Board of Governors Member at Large
Michael Auer, Board of Governors Member at Large
Melany Ciampi, Board of Governors Member at Large
Claudio da Rocha Brito, Board of Governors Member at Large
Diane Rover, Board of Governors Member at Large
Victor Nelson, Board of Governors Member at Large
Cordelia Brown, Board of Governors Member at Large
Matt Ohland, Board of Governors Member at Large
Lynne Slivosky, Board of Governors Member at Large
James Rowland, Fellows Chair
Leonard Bowman, Finance Chair
Jeff Froyd, Transaction on Education Editor-in-Chief
Elinore Lickl, Guest
John Heywood, Guest
Dan Litinski, Guest
Vic Schutz, Guest
Ted Batchman, Guest
Ed Jones, Guest
Sohier Sakr, Guest, Egypt Chapter Chair
Anna Friesel, Guest
Teresa Restivo, Guest
Xiaojing Yuan, Guest
Dave Irwin, Guest

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 is circulating.
2. **Approval of Agenda** — James Sluss
 - a. Motion to approve – Meier
 - b. Second – Bowman
 - c. Motion passes
3. **Accept the Minutes from previous BoG/AdCom meeting** — James Sluss
 - a. Motion to approve – Moussevinizhad
 - b. Second – Bowman
 - c. Motion passes
4. **Reports on business transacted other than at AdCom meeting** — James Sluss
 - a. No specific notes were sent as part of the President's report.
 - b. Electronic votes for changes to the Constitution and Bylaws were completed in December.
 - c. Several items related to conferences and publications are included in the reports of the Vice Presidents.
5. **Report of Officers** — James Sluss
 - a. President's Report — James Sluss on behalf of Manuel Castro
 - b. Treasurer's Report — Lance Perez

- i. The state of our budget is great.
 - ii. First quarter forecast shows a small deficit but that is typical for this quarter.
 - iii. We should be no deficit by the end of the year.
 - iv. Line item budgets do not roll from year to year. Be sure to submit expense reports.
6. **Education Activities and Awards Committee** — Edmundo Tovar
- a. A representative from this Society has been invited to participate in a workshop for the Professional Activities Committee of IEEE. Edmundo Tovar was our representative.
 - i. The workshop showcased the products and services that IEEE has available for university interactions and relationships.
 - ii. There are opportunities for our participation and collaboration. We have a strong network of Chapters and highly-qualified members leading similar activities and thus it makes sense for us to be involved as much as possible.
 - b. Director of Division VI of IEEE contacted Manuel Castro about developing synergies and tracks within our conferences.
 - c. Eta Kappa Nu (HKN) is now a part of IEEE and there are opportunities for collaboration with HKN chapters.
 - i. HKN wants to extend worldwide.
 - ii. We can collaborate at the Chapter level to help HKN chapters start.
 - iii. We have identified several institutions that can host these types of chapters in Latin America, Ireland, and Spain.
 - d. Awards
 - i. A newer process for call-for-awards and selection of awards was developed and implemented.
 - ii. Award nominations were submitted for every award.
 - iii. Nominations were due on June 15, 2013.
 - iv. The final decisions from committees are due on July 10, 2013.
 - e. Distinguished Lecture Program
 - i. Two support grants have been made.
 - ii. One was for the REV conference to have a distinguished lecture.
 - iii. The second was to invite the Vice President of ASEE to attend CISPEE.
 - f. Rob Reilly is proposing the addition of an “Outstanding Contribution Award” for achievement of major value and significance to the IEEE Education Society.
 - i. Our current award structure does not allow some types of activities that are regularly done by our to be recognized.
 - ii. Reilly believes this would align us with other IEEE Societies.
 - iii. James Sluss asks if the Awards Committee has discussed this proposal. Edmundo Tovar responds that the committee believes it is a good complement to the current list of awards.
 - iv. Ed Jones notes that an ad-hoc committee chaired by Lyle Feisel looked at our Awards Structure about one year.
 - v. Susan Lord notes that this award proposal is separate from the work of that committee. She also notes that there were very few nominations for the awards based on the reports that were submitted for this meeting. Adding another award further dilutes this process. She believes it is important to recognize people but she feels it dilutes our major awards if we give an award any time someone in the society does anything that isn’t of the caliber of our major awards. Certificates of Appreciations are one thing that can be used.
 - vi. Diane Rover notes that it seems like the ad-hoc Awards Committee documents should be finalized and their process finished before any new award is added.
 - vii. Susan Lord notes that this new award should go through the new process suggested by the ad-hoc committee.
 - viii. James Sluss notes that it is not a part of the agenda tonight.
 - ix. Susan Lord notes it was sent long ago and should have been on the agenda.
 - x. Motion to table until the ad-hoc report on the Awards Structure is acted upon by this body: Bowman
 - xi. Second: Ban
 - xii. Motion carries.

7. **Chapters Committee** — James Sluss
 - a. Chapters committee report was submitted to the Board.
 - b. No motions are coming forward from the report. No action is required from the Board.
8. **Constitution and Bylaws Committee** — Victor Nelson
 - a. Changes/Update — Vic Nelson
 - i. All approvals from IEEE have been received.
 - ii. All officer changes, term limits were accepted.
 - iii. Twenty-two elected positions and only three appointed positions.
 - iv. Board of Governors members at large will be elected by the membership.
 - b. Diane Rover asks if this was sent to the Board. It was confirmed.
 - c. Diane Rover asks if there is a repository for this Board.
 - d. **Action Item:** Meier will set up a pbworks repository site for the Board to use.
 - e. Oliver Ban asks for a clarification on how voting works. Vic Nelson notes that this year we will still use our standard process of voting on our member-at-large positions. Next year, a slate of candidates will be sent to IEEE and the membership will vote. Susan Lord notes that the cost has come down significantly. Oliver Ban notes that this electronic voting charge should be budgeted.
 - f. Vic Nelson issues a call-for-participation in the C&B committee with some intent of maybe stepping into the role of Chair at some point in the nearer future.
9. **Distinguished Lecture Program** — Edmundo Tovar
 - a. See minutes from Educational Activities and Awards
10. **Ethics Education Committee** (ad hoc) — James Sluss
 - a. No report submitted.
 - b. Our Society is co-sponsoring Ethics 2014 conference in Chicago.
11. **Intersociety Relationship Committee** (ad hoc) — Melany Ciampi & Claudio Rocha
 - a. Several Societies have been contacted regarding Memorandums of Understanding to be Sister Societies.
 - b. Four were sent MOUs. Two have signed. Two have not signed.
 - c. SPEE has signed the MOU.
 - d. COPEC has signed the MOU.
 - e. LACEII and SEIFE have not signed yet.
 - f. The signed MOUs have been sent to IEEE and we are waiting for the results to see how rigorously they are reviewed, if changes are needed, etc.
 - g. European Association of Education in Electrical Engineering and Computer is interested. Anna Friesel from Denmark attended the meeting and offered to hold dialogue regarding an MOU with the Society.
12. **Fellows Committee** — James Rowland
 - a. A formal report was submitted.
 - b. Five nominees were submitted. The committee was disappointed. They would like more nominations of extraordinarily qualified candidates.
 - c. The deadline was met and evaluations submitted to IEEE.
 - d. The results from the Society's evaluation only count 25% of the total rankings. But, people on the Fellows Committee have told us that these evaluations, however, are looked at diligently by IEEE.
13. **Finance Committee** — Leonard Bohmann
 - a. Call-for-volunteers: This committee needs at least one person not on the Board of Governors and one from the Board of Governors. Interested parties should contact Leonard.
 - b. The committee met this morning and reviewed budget line requests for the 2014 budget.
 - c. The committee requests that budget proposals include more details of how funds will be used and how current year funds were used.
 - d. Editor Fee line item
 - i. Request to increase fee by \$5000 was received for a total of \$50,000. The committee is recommending that increase.
 - ii. Committee Travel for miscellaneous travel for unexpected officer trips is recommended to stay at the \$5000 level.
 - iii. Chapters Committee Travel proposal is recommended at a reduced rate of \$10,500 because there was not a clear statement of what the money would be used for, where travel would occur to, how much each trip would cost, etc.

- iv. Educational Activities and Awards Vice President requested a new budget line of \$5000 and the committee recommends approval.
- v. President-elect travel remains stable at \$3000.
- vi. Publications Vice President request of \$3000 is recommended
- vii. Conferences Vice President request of \$16500 is recommended because of the detailed report and explanation of how the money would be used.
- viii. President request of \$12000 was reduced to \$10000 because some of the travel will be in Europe next year rather than overseas.
- ix. Standards Committee request of \$3500 is recommended for approved but the committee expects a proposal to be submitted more promptly next year.
- x. Distinguished Lecture request of \$4000 is recommended for approval.
- xi. IEEE expenses are not controllable and must be budgeted as shown in the report.
- xii. Editor in Chief of the Transactions requested \$11400 to travel to give workshops at our major conferences. The committee recommends \$9600.
- xiii. The Finance Committee motions and seconds as a committee approval of these recommendations as lines in the budget.
- xiv. Susan Lord asks about the budget line called Adcom Committee non-travel. Leonard notes that this covers food for this meeting, teleconferences for executive committees, etc. It is just an estimate. Lance Perez noted that five years ago we had two accounts and we just charged everything to those accounts. Last year, we didn't use the \$5000 proposed. But, it is a contingency for unforeseen costs.
- xv. Lance Perez reports \$800,000 is in the bank. IEEE will let you spend a set amount every year according to the "3% rule." IEEE makes a decision about reserve spending based on revenue projection. We are anticipating that this year we will be allowed to spend 3% over our budget based on early revenue projection. This 3% rule is for special initiatives and not operations.
- xvi. Susan Lord notes that we have money and should have had a dinner tonight for our Board of Governors. Dave Irwin agrees that we should spend our money on good special initiatives.
- xvii. Vic Nelson asks if the new election cost was added to the budget. Leonard Bowman notes that no they have not but thanks him for the reminder. The surplus will likely cover it.
- xviii. Diane Rover asks where the surplus goes and do you get to spend it on operations. Leonard Bowman notes that you can spend half of the previous years surplus on operations. Lance Perez notes that the best budgeting strategy is to run a small deficit so that you don't lose the other 50% of the surplus that goes to reserves that they won't let you spend!
- xix. Russ Meier calls the question.
- xx. Motion carries.
- xxi. Leonard Bowman notes that the operational surplus we can spend this year is \$27,700. We need to spend that this year. The committee received two proposals and one of them is a three-year project. One is a \$20000 request for a Special Issue on Transactions on Education. The second is a \$3000 request for publications web page development. The committee recommends both projects and requests proposals for the remaining \$4700 by July 31, 2013.
- xxii. Motion and second by the committee to approve the 2013 Special Initiatives.
 - 1. Jeff Froyd is asked to outline the Special Issue of the Transactions.
 - 2. Jeff Froyd notes that he believes there is a lack of community in people that submit to the journal. One time paper submitters are common. Similarly, there seems to be not a strong understanding of what a good paper looks like. He notes that literature reviews is sporadic and not as depth-based as it should be.
 - 3. The Special Issue will target educating the readers in systematic review. It will be a Special Issue on Systematic Review of work in the various areas of our fields of interest.
 - 4. James Sluss calls the question.
 - 5. Motion passes.
- xxiii. Leonard Bowman notes that the 2014 Special Initiatives received two proposals. One was continuation of the Special Issue of Transactions at \$20,000. The second was a line

item for Special Initiatives proposed by the President at \$8100. The Committee is unsure how IEEE will handle that proposal but recommends the placeholder until IEEE responds to the budget.

- xxiv. Motion and second by the committee to approve the 2014 Initiatives.
- xxv. James Sluss calls the question
- xxvi. Motion passes

14. **Meetings and Conferences Committee** — Russ Meier

- a. A full conference report is available in the minutes.
- b. In general, FIE, EDUCON, and TALE are healthy, receiving papers, have good management, and are attractive attendees and notice in their regions.
- c. Upcoming events were reviewed. We have a large portfolio of conferences. Most are technical sponsorships, which mean we play a role in the technical program content review but assume no financial risk. The benefit to those conferences is IEEE publication and access to Xplore. We have three financially sponsored events with larger risks that serve as our flagship conferences. This past year, we added a fourth event with a much smaller risk (20%). This is the IEEE Ethics conference – a new event that will be held next year in Chicago. Ethics and education are important collaborative fields and the Executive Committee felt this was an activity the Society should be involved with.
- d. Last year's events and financials were reviewed. FIE and TALE had surpluses. EDUCON has a deficit.
- e. Upcoming events are projecting surpluses including FIE in Oklahoma City and TALE in Bali.

15. **Membership Committee** — Hossein Mousavinezhad

- a. Society membership grew by 3.3% as of 2013 compared to 2012.
- b. For reference: Power Electronics grew 3.8%, Automation 3.3% growth. So comparatively we are doing okay.
- c. Van Valkenberg Award process included a call-for-nominations sent to all regional directors. This award has 8 nominations so far.
- d. James Sluss notes that perhaps the Finance Committee should consider a budget line for Vice President of MGA.
- e. Leonard Bowman notes the established budget process was executed – the requests were sent and nothing was submitted.

16. **New Initiatives Committee** (ad hoc) — James Sluss

- a. No report was submitted.

17. **Publications Committee** — Martin Llamas Nistal

- a. *IEEE Transactions on Education* — Jeff Froyd
 - i. Jeff Froyd wants to ensure the group that there is no backlog of manuscripts and he does not want that to occur. His goal will be to keep a zero-backlog.
 - ii. He feels efforts need to be taken to develop a sense of community across our authors.
 - iii. New review criteria have been developed and are now going to a sub-committee for reading and approval. For the first time, the criteria are broken up into areas of scholarship. Authors will for the first time have to pick an area of scholarship for their manuscript.
 - iv. Eight people have agreed to assume role of Associate Editor for three-year terms.
 - v. Ted Batchman asks if the scope of publication is being limited to specific disciplines.
 - vi. Jeff Froyd replies that we are not changing the aims and the scope of the IEEE Transaction on Education. It is a multi-year process to do these changes and there are no plans to do so at this time. Emails back to authors state “we focus on electrical engineering, computer engineering, and other fields in the scope of IEEE.”
 - vii. Matt Ohland notes that authors feel that we have left behind the scholarship of classroom practice. The new areas will help them determine where to place their paper when they submit and see how their work fits into the journal.
 - viii. Jeff Froyd notes that we do have a scholarship of application item and we are creating one of the first sets of review criteria for the scholarship of application.
 - ix. Jeff Froyd notes that we will be encouraging them to focus on making contributions to the research in scholarship of application rather than just a description of what they have done.
- b. *The Interface* — Mani Mina
 - i. The Interface is about to go live from a server at Iowa State.

- c. *ITEE* (formerly *MEEM*) — Martin Llamas Nistal
 - d. *Transactions on Learning Technologies* — Martin Llamas Nistal
 - e. *News & Notes* — James Sluss
 - f. *IEEE RITA* report — Martin Llamas Nistal
18. **Standards Committee** — Hamadou Saliah Hassane
- a. No report.
19. **Web Site Committee** (ad hoc) — James Sluss
- a. No report.
20. **Unfinished Business** — James Sluss
- a. James Sluss is not aware of any unfinished business.
 - b. This meeting has noted the work of the ad-hoc committee on awards needs to be distributed to the group and this process needs to be acted upon.
 - c. Jeff Froyd asks if this group must approve the criteria. James Sluss and Susan Lord note that the Publications Committee is the appropriate body to approve this.
 - d. Motion by Matt Ohland and second by Susan Lord to approve the new review criteria created by the Editor in Chief and the Associate Editors of the Transactions on Education.
 - e. Motion carries.
 - f. James Sluss notes that the ASEE ECE Division Meeting noted that the Education Society has not paid its ASEE food bill for the past two years. We believe it is because we were not invoiced for it. Lance Perez will follow up.
21. **New Business** — James Sluss
- a. James Sluss and Russ Meier report that the FIE Steering Committee has been directed to bring forward the question of why the other two sponsoring Societies are subsidizing the Education Society Awards Banquet. They would like the Society to consider paying for their banquet.
 - b. Susan Lord notes that only recently has ERM moved its award to ASEE rather than FIE.
 - c. James Sluss asks if we want to sponsor the banquet and pay the cost.
 - d. Ted Batchman asks why the surplus cannot be used to sponsor that banquet. James Sluss responds it could be.
 - e. Diane Rover asks how much of the revenue income goes to support the banquet. One third is collected by ticketing and two-thirds is expense paid from revenue.
 - f. Leonard Bowman asks what other locations could be used. Susan Lord reminds the group that FIE awards have been given at receptions, plenaries, etc.
 - g. Susan Lord asks for the Steering Committee recommendation. James Sluss reports that the committee is recommending the Society pay for the event.
 - h. Leonard Bowman asks if it could be a special initiative proposal. Discussion notes that yes, it could.
 - i. Lance Perez answers a question from Susan Lord about if IEEE would allow reserve spending. Lance says probably for a year or two but not systematically.
 - j. The Board seems to have no opposition to determining a way to pay for this event. Steering Committee will continue investigating and return to the committee electronically with a proposed solution.
22. **Adjourn** — James Sluss
- a. Motion to adjourn – Matt Ohland
 - b. Second by everyone