

# IEEE Education Society

## Administrative Committee Meeting

Saratoga Springs, NY USA  
Thursday, October 23, 2008  
2:00 p.m.

### Draft Minutes

Submitted by Tony L. Mitchell, Secretary

**Attendees:** Dan Litynski, Edmundo Tovar, Jim Sluss, Melany Ciampi, Rob Reilly, Rod Soukup (Treasurer), Russ Meier, Susan Conry, Susan Lord (Vice President/presiding), Ted Batchman, Tony Mitchell (Secretary), Victor Nelson, Victor Schutz, Leonard Bohmann, Mani Mina, Arnold Pears, Cordelia Brown, Claudio da Rocha Brito, Lynne Slivovsky, Martin Llamas-Nistral, Manuel Castro.

The meeting was called to order at 2 p.m. by Vice President Susan Lord, sitting in for President Joseph Hughes. She welcomed attendees, introduced herself, asked us each do the same, and share anything fun, unique or for those nominated for election, use the time if they wish, to say a word or two about their EdSoc interest. Prior to additional introductions, Lord indicated we do now have a quorum for our meeting.

Lord called for additions or changes to the agenda. Meier moved and Litynski seconded approval of agenda without modification.

Mitchell moved and Litynski seconded approval of summer 2008 minutes subject to the additions or corrections as needed.

**Report of business transactions other than at AdCom meeting:** No report available since president did not provide a report. Ditto for Report of Communication and President Report.

**Treasurer's Report** presented by J. Sluss, noting nothing significant since last meeting, and indicating attendees can view full report on our website.

**Awards Committee Report:** S. Lord provided update on awards, including 16 nominations for Harriet B. Rigas Award in 2008, vs. five in 2007. Encouraged attendees to nominate colleagues for the various award categories.

**Chapters Committee Report** presented by R. Reilly: Indicated current chapters of 69 far exceeds the nine that existed when he assumed committee chair. Indicated his plans to develop a strategic plan for chapter development and administration, which will allow more effective management of the large number of current chapters, and provide roadmap for further growth.

He also provided brief update on Student Activity Committee portion of his responsibilities, including four student activity issues a year for student-centered papers. His budget remains adequate. See his on-line website report for more details.

**Distinguished Lecture Program:** Edmundo Tovar provided brief highlight of the report he submitted for detailed viewing on our website.

**Constitution and Bylaws Committee:** Victor Nelson reported no new activity since last meeting and report.

**Fellows Committee Report:** Chair not available; attending committee member(s) had no report to share.

**Finance Committee Report** presented by Rod Soukup: 1) Indicated there is money to spend and if we have need, to send request to President for consideration. If funds not used, they revert to IEEE and we then can spend only 2% of what is returned. Encouraged attendees to consider such funding request; 2) Increasing dues was considered but decided there is no current need; 3) Committee discussed possibility of starting endowment but further consideration and information is needed. Consensus of committee is if funds are moved to endowment, we have more security than what would result if funds reverted to IEEE. Treasurer will investigate with committee and bring recommendation to AdCom at future meeting; and 4) Committee gave further consideration to how best to honor Bill Sayle. Meier suggested using the funds as sponsorship for New Faculty Fellows Program. Meier also suggested looking closer at sponsorship for undergraduate students, specifically in facilitating attendance at FIE. Lord asked S. Conry to take lead on investigating appropriate memorial to honor Bill Sayle. is to take some action within next year. Lytinski offered possibility of cost-sharing membership for some group similar to what ASEE and Deans of Engineering are currently doing for new faculty member. Send ideas to S. Conry. S. Conry will report at next AdCom meeting. Preference Batchman asked for long-term income projections for EdSoc since we lost revenue due to electronic issues of former publication. J. Sluss' response is too early to tell; he has not yet seen any credible projections. Expects to know more within the next year.

Additional item discussed by Finance Committee was current bylaws requirement that Treasurer must have been previous chair of finance committee or held similar position in IEEE (clarified by Bylaws Committee Chair V. Nelson). This is quite restrictive. Brief additional discussion with respect to the requirement of who can be treasurer, including whether or not this is a long-standing IEEE rule. Lord charged V. Nelson to look closer at whether or not current rules are EdSoc or overall IEEE.

**Meetings Committee Report** presented by R. Meier: First expressed his pleasure in being allowed to serve AdCom for past few years. He then summarized his detailed Meetings Chair Report as available on our website. He will step up networking with other societies within IEEE,

especially since discovering several societies have their own education arm, and were not aware of existence of EdSoc.

**FIE Steering Committee and Future FIE Conference Reports:** Meier attended Steering Committee meeting for S. Lord and so provided the following. He first provided summary of FIE 2007. His report as relayed by general chair Traver on FIE 2008 is that we had comparable submissions as FIE 2007, including that we are up to 600 registrants. Exhibitors are down this year, due to corporate budget cuts. No report on FIE 2009 since general chair was not available at Steering Committee meeting. He did note one significant change for FIE 2009. Specifically noted FIE has added a new categories in the call for papers, which include innovative practice, research-to-practice, and research. The research category will be more rigorously reviewed and have longer paper length. FIE 2010 is confirmed for October 27 – 30 at Crystal City Marriott in D.C. area. Host schools are University of Virginia and Virginia Polytechnic and State University. Hotel contract has been signed and rates are now guaranteed. Steering Committee approved proposal to use Rapid City, SD as FIE 2011 site with confirmed dates October 12- 16. FIE 2012 is still open; FIE 2013 will be in Oklahoma City; FIE 2014 is still open. Steering Committee's consensus is we need to move conference back to west coast site, moving away from recent pattern of holding consecutive conferences in the mid-US. The Steering Committee is looking for suggestions and feedback from EdSoc AdCom.

**TAAE 2008 & TAAE 2010** summary provided by M. Castro: He first provided summary details from his complete Final Report available on our website. He then requested technical co-sponsorship for TAAE 2010 (use of EdSoc logo but no expenditures of funds). Motion made by Meier moved and seconded by Reilly that we approve technical support to TAAE 2010. Motion passed unanimously.

AdCom also received a technical sponsorship request from M. Ciampi for **ICECE 2009**. M. Ciampi shared details, including dates and venue (Buenos Aires), March 8 – 11, for ICECE 2009. Seeking technical co-sponsorship of AdCom (no financial expenditures). R. Meier motioned and S. Lord seconded to provide technical support for ICECE 2009. Motion carried unanimously.

**EDUCON 2010 Proposal:** Removed from table at last meeting; Meier was asked to take a closer look and is now back with a correct, formal proposal. R. Meier motioned and S. Conry seconded the formal proposal that EdSoc financially sponsor a new global engineering education conference. Specifically, a motion is made by R. Meier that IEEE Education Society Administrative Committee approve a 70% financial co-sponsorship in cooperation with three 10% co-sponsoring universities (UNED, UPM, and Carinthia Tech Institute), for EDUCON 2010 to be held during 2010 in Madrid, Spain. The IEEE Education Society will provide a loan of \$10,000US as startup funds that will be repaid to the society as a conference expense. M. Castro then provided details contained in the

formal proposal given to attendees. This formal proposal is also available on our website. After additional discussions, the question to support sponsorship was called by VP Lord. Motion carried unanimously.

**Membership Committee Report submitted by H. Mousavinezhad:** He was not available so please read report available on website.

**Publications Committee Report** Chair C. Fleddermann was not available so *IEEE Transactions on Education* report not available.

*The Interface:* R. Reilly provided update on *The Interface*, confirming his belief that this is still a useful document. Rob Reilly, Mani Mina, Leonard Bohmann and Russ Meier were appointed by Vice President Lord as an editorial board to further explore *The Interface*, especially whether the current focus and format are relevant. R. Reilly will also ensure the ECE division has representation in this decision process since responsibility for *The Interface* lies with both EdSoc and ECE Division. See Reilly's comprehensive report on the EdSoc website for his formal comments on *The Interface*.

*MEEM:* R. Reilly indicated this student publication is a resounding success. The IEEE student leaders are performing magnificently, and their advisors are doing a terrific job. See his written report available on our website for additional Student Activity details.

*IEEE Transaction on Learning Technology* report submitted by M. Ohland, who was not available. Lord discussed contents of his report, indicating we take a closer look to insure we do not get into a financial hole. Some additional discussion occurred suggesting there are clearly issues to be resolved. See Ohland's report available on our website, which contains details, current status and issues to be addressed.

*News & Notes* Rob Reilly: Good flow of news. Lots of news and lots of hits on website.

*IEEE RITA 2008* report by Manuel Castro: Looks great, doing well. Want to improve it. Actions for approval contained in IEEE-RITA report were unanimously approved by AdCom.

Website report by R. Reilly: His summary is that everything is going well.

**Unfinished business** was already handled, i.e. appointment by S. Lord of S. Conry to evaluate how best to honor B. Sayle.

Motion made by Mitchell and seconded by Meier to move to Executive Session for elections. Motion to move to Executive Session for Elections passed unanimously.

**Nominations from the Nominating Committee:**

**President: Susan Lord**, University of San Diego, USA

**Vice President: Tony Mitchell**, North Carolina State University, USA

**Secretary: Rob Reilly**, MIT Media Lab, Lanesborough PSS, USA and **Matthew Ohland**, Purdue University, USA

**Treasurer: James (Jim) J. Sluss, Jr.**, University of Oklahoma, USA

**Member at Large of the Administrative Committee** (elect four for terms expiring in 2011.

This results in one additional vacancy to be filled for the unexpired term of either Reilly or Ohland, term expiring December 31, 2010):

**Oliver Keren Ban**, IBM Corporation, USA

**Carlotta Berry**, Rose Hulman University, USA

**Cordelia Brown**, Purdue University, USA

**Satinderpa Singh Devgan**, Tennessee State University, USA

**Chris Greene**, University of St. Thomas, USA

**Martin Llamas-Nistral**, University of Vigo, Spain

**Agnieszka Miguel**, Seattle University USA

**Arnold Neville Pears**, Uppsala University, Sweden

**Claudio da Rocha Brito**, COPEC, Brazil

**Lynne Slivovsky**, California Polytechnic State Univ, San Luis, Obispo

**Ingrid St Omer**, University of Kentucky, USA

#### **Results of Elections:**

President: no further nominations made; **Susan Lord was elected**

Vice President: no further nominations made; **Tony Mitchell was elected**

Secretary: no further nominations needed nor made; **Rob Reilly was elected**

Treasurer: no further nominations made; **James Sluss was elected**

#### **Member at Large of the Administrative Committee:**

No nominations were received from the floor. The following are elected as Members at Large with terms beginning January 2009: Claudio da Rocha Brito, Oliver Keren Ban, Martin Llamas-Nistral, and Lynne Slivovsky.

President elect Susan Lord will appoint a member to serve out the unexpired term of Rob Reilly.

Meier motion and Litynski seconded the motion to end Executive Session. Motion passed unanimously.

Results of elections were announced in open session. J. Sluss motioned and R. Soukup seconded motion to adjourn.

Meeting adjourned at 5:09 p.m.