

IEEE Education Society Board of Governors' Meeting
Oklahoma City, OK USA
25 October 2013

ATTENDANCE

Officers

Manuel Castro, President
James Sluss, President Elect
Russ Meier, Vice President Conferences
Edmundo Tovar, Vice President Educational Activities
Martin Llamas Nistal, Vice President Publications
Oliver Ban, Secretary
Lance Perez, Treasurer
Susan Lord, Senior Past President
Rob Reilly, Junior Past President

Board of Governors Members-at-Large

Michael Auer, Member at Large
Melany Ciampi, Member at Large
Mani Mina, Member at Large
Victor Nelson, Member at Large, Constitution and Bylaws Chair
Diane Rover, Member at Large
Claudio Rocha-Brito, Member at Large
Lynne Slivosky, Member at Large

Other Board of Governors Voting Members

Jim Rowland, Fellows Chair
Leonard Bohmann, Finance Chair

Guests

Ed Jones
Maria Larrondo-Petrie, LACCEI
Jeff Froyd, Transactions on Education Editor-in-Chief

MINUTES OF THE BOARD OF GOVERNORS MEETING

1. Welcome and Introductions (Roll Call) — Manuel Castro
 - a. Introductions were made.
 - b. Manuel Castro congratulated Susan Lord for her IGIP award.
 - c. Manuel Castro congratulated Rob Reilly for his election as IEEE director.

2. Approval of Agenda — Manuel Castro
 - a. **Motion** to approve: Meier
 - b. **Second**: Sluss
 - c. **Vote Action**: Approved
3. Approval of Minutes from Previous BoG Meetings — Manuel Castro
 - a. **Motion** to approve: Meier
 - b. **Second**: Bohmann
 - c. Corrections: None
 - d. **Vote Action**: Approved
4. Reports on business transacted other than at BoG meeting — Manuel Castro
 - a. Jim Sluss went to the February TAB meeting.
 - b. Rob Reilly went to the June TAB meeting.
 - c. Manuel Castro will attend November TAB meeting.
 - d. Open publications and conference fees are currently hot topics at the TAB meetings. Manuel will represent the Society in these discussions.
 - e. HP and MathWorks have been approached for long term cooperation agreements with the Society in ways that benefit conferences and Educational Activities.
5. Report of Communications — Manuel Castro
 - a. Website manager has been unresponsive.
 - b. Manuel Castro appointed Rob Reilly as a co-webmaster.
 - c. Nominations for webmaster will be accepted. Please send to Manuel Castro.
 - d. Manuel Castro has been in contact with IEEE about a new website structure and a Society logo.
6. Report of Officers — Manuel Castro
 - a. President's Report — Manuel Castro
 - i. Report submitted to the committee.
 - ii. Four VPs are in place and coordinating their activities.
 - iii. This will be the first time for the new voting structure.
 - iv. Next year we will have electronic voting.
 - v. New Initiatives projects will be budgeted in future years.
 - vi. Strategic Plan committee will be reconstituted and begin work again next year. Our next Society Review is 2015.
 - b. President Elect Report – Jim Sluss
 - i. His focus has been on FIE for the past months.
 - ii. Manuel Castro congratulated Jim on the success of FIE 2013.
 - c. Vice Presidents:
 - i. Educational Activities — Edmundo Tovar
 1. Report submitted to the committee.
 2. University Resources Committee has been active. He has participated in multiple workshops with this group.
 3. Activities of the URC include global accreditation, faculty development, and student education resources.

4. Technical Activities Inventory for the Society was completed. VPs contributed to this inventory and it was submitted on behalf of the Society.
 5. Many of the Society activities are run by Chapters. He is working on collecting this information.
 6. IGIP Certification Program will be a primary activity over the next months.
 7. Awards Review was completed. A new document outlining the process has been created and will be presented at this meeting.
 8. Distinguished Lecture program has two more events in the near future.
- ii. Membership & Geographic Activities — Hossein Mousavinezhad
1. Not present. No report.
 2. Manuel Castro reports membership remains stable.
 3. Manuel Castro working with HKN and Chapters.
 4. Meier placed Membership Applications in the Exhibit Hall.
- iii. Conferences — Russ Meier
1. Report submitted to the committee.
 2. Conference reports will be made later in this meeting.
 3. He has been working on securing long term corporate sponsorships for our major events. Five companies have been contacted and negotiations are on-going.
 4. He will write a response to the IEEE proposed policy on taxation of conferences and papers for access to IEEE services and IEEE Xplore™
- iv. Publications — Martin Llamas Nistal
1. A proposal for joint IEEE/IGIP Online Journal will be made.
 2. IEEE TLT needs to increase the number of Associate Editors. He issues a call for nominations to the committee.
 3. IEEE TOE wants to change the number of papers published per issue. This will be discussed by the EIC at this meeting.
 4. The Publications Website is part of New Initiatives Project. It is in development. Material from our conferences and Transactions are being made available.
 5. The Interface has been resurrected. Mani Mina will begin using e-notice to inform members that it is available with each issue.
- v. Secretary — Oliver Ban
1. He is happy to see the diversification of the Society.

2. He believes that diversity is important to the BoG committee as well as at the local level.
 3. Conferences and Chapters have been very important in growth of the Society.
 4. He thanks the leadership for their work to enhance the vision and mission of the Society.
- vi. Treasurer — Lance Perez
1. Report was submitted to the committee
 2. Projections are changing to our favor instead of a deficit.
 3. Projected currently to run a surplus of \$800.
 4. He predicts a larger surplus because his experience suggests that IEEE conservative projections usually relax as the year completes due to publication and conference income.
 5. We have to submit a balanced budget but then our yearly surpluses after end of the year income is finally calculated leaves an even larger and larger reserve. He has asked the Finance Committee to look at larger New Initiatives to help spend down some of the reserves.
 6. Transactions Special Project has been delayed. Thus the \$20,000 50% rule money is now available again. The challenge is that we need to spend it in the next 75 days or so.
7. Awards Committee — Edmundo Tovar
- a. Report from ad hoc Awards Review Committee — Lyle Fiesel, Rob Reilly, Edmundo Tovar
 - i. Final Report of this Review Committee was submitted.
 - ii. Lyle Feisel chaired this sub-committee. Tovar thanks him for his work.
 - iii. **Motion** to adopt the policies and procedures document contained in the final report of the subcommittee.
 1. This document will guide the Awards Committee in their work: Tovar
 2. Chair plus four member awards committee reporting to the VP Educational Activies to oversee awards.
 3. Awards Decision Committees decisions are final. Awards winners do not need to be approved by BoG.
 4. Eligibility changes: No officer can receive an award during their tenure.
 5. Nominations and selection process aligned to the process used by the IEEE EAB. Awards nomination deadlines advance to earlier in the year.
 - iv. **Second:** Lord
 - v. Discussion:

1. Manuel Castro notes that HP will still approve the Terman and Rigas winners.
 2. Manuel Castro notes that the awards deadlines advances to April 15.
 3. Manuel Castro notes he wants to appoint Ed Jones as Chair of the new committee.
 4. Rob Reilly notes that the standing committee might create more BoG positions.
 5. Rob Reilly speaks in favor of this document.
 6. Rob Reilly recommends that this committee be the Awards Committee.
 7. Vic Nelson notes that the Bylaws already contain an Awards Committee reporting to the VP Educational Activities.
 8. Vic Nelson notes that name changes, etc. should really go through the Constitution and Bylaws committee to be sure that nothing conflicts.
- vi. **Voting Action:** Approved
- b. **Note:** the name change suggested in the policy and procedures document will be sent to the Constitution and Bylaws Committee for review.
 - c. Manuel Castro asks Ed Jones if he will serve as the Chair of the Awards Committee.
 - i. Ed Jones notes that he also does this with ASEE ECE.
 - ii. Ed Jones asks if we believe this is a time conflict, conflict-of-interest, etc.
 - iii. Manuel Castro says he does not feel that way.
 - iv. Ed Jones accepts the appointment.
8. Chapters Committee — Rob Reilly
- a. Stable at 69 chapters.
 - b. We currently have 11 students chapters. Many are in India.
 - c. Developed relationship with IEEE HKN honor society. Helping HKN move outside of U.S. into other parts of the world.
 - d. Increased emphasis in student activity this past year. There are a lot of students that want leadership positions and we are attracting them.
 - e. The Student Activity Committee is doing many things.
 - f. Student only peer-reviewed publication is now 8 years old and still going along okay.
 - g. Working with Organization of American States, the U.S. State Department and several groups in Region 9 to increase IEEE activity in those areas as well as the awareness and skills of people in this region.
 - h. Funding travel for students and others active in his Chapter responsibilities.
 - i. Funding out of Chapters budget the development in Haiti of a chapter. This will separate them from the Puerto Rico – Caribbean chapter.

Language barriers are an issue and this will be helpful for them to grow as their own.

- j. Also supporting the same time of chapter growth in Gambia in Africa.
9. Constitution and Bylaws Committee — Victor Nelson
- a. No changes to C&B since June.
 - b. Next year's election process clarified (VPs & general membership voting) in a report sent to the committee.
 - c. Beginning next year, members-at-large will be elected by the membership. Results should be available in time for this meeting.
 - d. Officer elections are staggered. Even numbered years: President Elect, VP EA, VP MGA, Treasurer. Odd years are: VP Conferences, VP Pubs, Secretary.
10. Fellows Review Committee — Manuel Castro, James Rowland
- a. Report was submitted to the committee.
 - b. Five reviews completed this year.
 - c. Manuel Castro notes that we need to improve our nomination process to get our people in front of the Fellows committee.
 - d. Manuel Castro notes that a one-year process is really appropriate and you need to think about it at least one-year in advanced.
11. Finance Committee — Leonard Bohmann, Lance Perez
- a. June budget submitted to IEEE was approved by IEEE.
 - b. Received two ad-hoc requests. \$1000 from Phillipines section. \$3700 for developing Open-Access platform.
 - i. Committee recommended funding Open Access Platform.
 - ii. Executive committee voted to approve this recommendation.
 - c. \$20,000 available to spend before the end of the year.
12. Meetings (Conferences) Committee — Russ Meier
- a. Conference Reports:
 - i. Please see the report submitted to the committee for information about all of our conference activities including paper and registration counts, surpluses/deficits, etc.
 - 1. FIE — Russ Meier, Jim Sluss
 - a. Current registration is at 485.
 - b. Government shutdown probably has some effect because NSF pulled an entire session.
 - c. Feedback has been positive.
 - d. 3-year appointments policy under consideration.
 - 2. EDUCON — Russ Meier, Michael Auer
 - a. Projecting surplus of 5000 euros.
 - 3. TALE — Russ Meier
 - a. Projecting surplus.
 - 4. India-wide conference — Rob Reilly
 - a. Identified a man in India, Deepak Garg.
 - b. Running a conference in December.
 - c. Hopefully it will be a revenue producer.

- b. Conference Co-sponsorship policy suggested by IEEE-TAB — Russ Meier
 - c. **Motion:** Add a \$10,000 budget line to pay for the Awards Banquet
 - d. **Second:** Ban
 - e. Discussion:
 - i. Rob Reilly asks if we can use the surpluses from our budget every year.
 - ii. Manuel Castro notes it needs to be a budget line.
 - f. **Voting Action:** Approved
 - g. **Note: VP Conferences** will remind the Society during the budget process.
13. Membership Committee — Hossein Mousavinezhad
- a. See comments in the Reports of Officers
14. Publications Committee — Martin Llamas Nistal
- a. IEEE-RITA — Manuel Castro
 - b. IEEE Transactions on Education — Jeff Froyd
 - i. Our policy is currently two pronged: each paper is roughly 6 pages or shorter, authors with longer papers must pay page charge for extra pages.
 - ii. Jeff Froyd suggests that we change the page length requirement so that it is dependent on its contributions. This should be an editorial decision – including any extra page charges.
 - iii. Page lengths have a financial implication. We budget for so many pages. If you are under you only pay for what you publish. If you are over the limit then the Society pays.
 - iv. Jeff Froyd suggests it should be the editor that maintains the page budget and the editorial decisions allow the ToE EIC to monitor and control it.
 - v. **Motion:** Approve the policy that EiC makes editorial decision on page length and page charges. (Froyd)
 - vi. **Second:** Ban
 - vii. **Vote Action:** Approved
 - viii. Rob Reilly asks if Jeff Froyd has investigated moving from IEEE Publications to IEEE CS Publications. Froyd notes that he has not but will examine it for cost savings.
 - c. The Interface — Mani Mina
 - d. ITEE (student publication) — Rob Reilly
 - e. Transactions on Learning Technologies — Martin Llamas Nistal
 - f. News&Notes — Rob Reilly
15. Standards Committee — Hamadou Saliah Hassane
- a. Committee will meet at EDUCON in Istanbul.
 - b. New Secretary appointed from a university in Florida.
16. Web Site — Rob Reilly
17. Old Business — Manuel Castro
18. New Business — Manuel Castro

- a. International Engineering Educator certification — Michael Auer
 - i. IGIP awards certification after training is verified. There is an approved curriculum offered on-site in many countries.
 - ii. Today there are 1350 people worldwide that wear this title.
 - iii. One to one and a half years ago he began discussions with other societies to jointly work together on this qualification.
 - iv. We are forming a subcommittee to examine this certification process and explore the ways IEEE Education Society and IGIP can work together.
 - b. Sister Society Agreements — Melany Ciampi, Claudio Rocha Brito
 - i. More society agreements are being written.
 - ii. They will be signed next year.
19. Ad-Hoc MOOC Subcommittee – Manuel Castro
- a. Manuel Castro wants to create an ad-hoc committee exploring MOOCs.
 - b. Susan Lord notes that inside EAB one of the University Review Committees is exploring MOOCs. Matt Ohland and Susan Lord are on that committee.
20. Election of Officers and BoG members — Rob Reilly
- a. Overview of Nomination Process for 2010 (process: 1 April – Call; BoG nominations) — Rob Reilly
 - i. This year all officers are being elected as we adjust to the new voting process. Beginning next year, the even-odd year structure will be fully in place.
 - b. Open Nominations for Officer & At-Large BoG Members — Rob Reilly
 - i. Nominations from the floor were offered.
 - ii. No nominations from the floor were received.
 - c. Executive Session: Conduct Election for Officers & BoG Members — Rob Reilly
 - i. Reilly suggests that a single vote be taken on the proposed officer slate as each has a single nomination in place.
 - ii. BoG elects the proposed officer slate by acclamation.
 - iii. Election of VP Publications and VP EA result in two additional vacancies in the BoG because they cannot hold two positions.
 - iv. Vote for 4 3-year terms will be followed by shorter terms replacing the VPs.
 - v. Results will be announced by the nominating chair.
 - d. Open Session: Announce results — Rob Reilly
21. Time and Place of Next Meeting
- a. The next meeting will occur during the ASEE National Conference and Exhibition, Indianapolis, IN USA, 15-18 June 2014

TABLE OF MOTIONS AND VOTING ACTIONS

Motion	Voting Action
Approval of Agenda	Approved
Approval of June minutes	Approved
Adopt the policies and procedures document contained in the final report of the Awards Process subcommittee	Approved
Add a \$10,000 budget line to pay for the Awards Banquet at FIE.	Approved
The ToE Editor-in-Chief makes editorial decision on page length and page charges per paper.	Approved

These EdSoc leaders were elected:

2014 President: Manuel Castro (Spain)

2014 President-elect: James Sluss (USA) (assume office of President for 2015-16)

2014-15 VP for Conferences & Workshops: Russ Meier (USA)

2014 VP for Educational Activities and Awards: Edmundo Tovar (Spain)

2014 VP for Member and Geographic Activities: Hossein Mousavinezhad (USA)

2014-15 VP for Publications: Martin Llamas Nistal (Spain)

2014-2015 Secretary: Oliver Ban (USA)

2014 Treasurer: Lance Perez (USA)

2014-2016 At-Large Members of the BoG:

Okyay Kaynak (Turkey)

Kai Pan Mark (Hong Kong)

Mani Mina (USA)

Rosa Vasconcelos (Portugal)

Appointed by President Castro to fill a 2-year vacancy as an At-Large Member of the BoG (2014-2015): Deepak Garg (India)

Appointed by President Castro to fill a 1-year vacancy as an At-Large Member of the BoG (2014): Filipe Razo