

IEEE Education Society Administrative Committee Meeting

Unaccepted Minutes as of 3 January 2010

FIE Conference
San Antonio, Texas USA
Monday, October 20
2:00pm to 4:45pm

by Rob Reilly, Secretary and Russ Meier



1. **Welcome and Introductions (Roll Call)** — Susan Lord

- President Susan Lord welcomes all and asks for personal introductions from attendees.

AdCom Attendees: Susan Lord, Tony Mitchell, Rob Reilly, James Sluss, Edmundo Tovar, Oliver Ban, Claudio Rocha-Brito, Russ Meier, Rod Soukup, Cordelia Brown, Matt Ohland, Martin Llamas-Nistal, Lynne Slivosky, Lance Perez, Dan Litynski

Guests: David Irwin, Gary Yabarra, Ted Batchman, Mani Mina, Arnold Pears, Mats Daniels, Ed Jones, Todd Atkins, Michael Auer, Hideo Nagamo, Yasuhiro Takemura, Wei-Fan Chen, Naoya Nitta, Mani Mina, Melany Ciampi, Chuck Hickman

2. **Approval of Agenda** — Susan Lord

- [Approval of Minutes from Austin AdCom](#) — Susan Lord
- [Agenda with Reports from Austin AdCom meeting](#)
 - a. Susan Lord offers motion to move WIE item to top of this agenda as it was not addressed at the previous AdCom meeting in Austin. Motion made and seconded: to approve agenda: voice vote: approved.
 - b. Susan Lord offers motion to move Chuck Hickman of IEEE EAB to top of agenda: motion made and seconded: voice vote: approved.
 - c. Motion was made and seconded for approval of Austin meeting minutes: voice vote: approved
 - d. Motion was made and seconded to approve current agenda: voice vote: approved

3. **Reports on business transacted other than at AdCom meeting** — Susan Lord

[Report from October 2009 Strategic Planning Meeting](#) — Susan Lord

- [SPC Minutes](#) — Susan Lord
 - [SPC Objective and Strategies](#) — Susan Lord
 - [SPC Mission, Vision, Field of Interest](#) — Susan Lord
 - Funding request for next SPC Meeting — Susan Lord
- a. Susan Lord reviews Strategic Planning Committee (SPC) activity. SPC met on October 17, 2009 here in San Antonio

- b. Susan Lord gives progress reports on all society objectives and implementation strategies.
 - i. Conferences
 1. Russ Meier and Oliver Ban will investigate Region 10 conference.
 2. Russ Meier, Melany Ciampi, and Claudio Brito will investigate Region 9 conference.
 - ii. Publications
 1. Working on having IEEE-RITA available in citation reports and IEEE Explore
 2. There was discussion about increasing the number of issues of Transactions on Education. The consensus among the strategic planning committee was to increase to six issues per year (from the current 4 issues).
 3. The committee also brainstormed other publications. If you have ideas, please submit them to a member of the executive committee.
 - iii. Membership Professional Development
 1. We brainstormed workshops.
 2. We brainstormed links to other professional societies including other worldwide education professional societies.
 3. Oliver Ban and Melany Ciampi were appointed as co-chairs of an AdHoc committee to work on these topics. Lance Perez will also be a member of this committee.
 - iv. Governance
 1. Constitution and bylaw changes have been made and approved by IEEE. EdSoc needs to announce changes to membership for 30-days. If 10% of the membership objects then must be revised, if not, then changes are official.
 2. The IEEE All-Society Review for the EdSoc is coming in 2010. June is for Society activities, February review is for publications.
 3. We are beginning to think about making other changes and Vic Nelson is leading that effort.
 - v. Membership flyers, exhibit booths
 1. Flyer was completed at the meeting.
 2. Booth was set up at FIE2009.
 3. Color copies were printed and are at the table.
 4. A poster size version of the flyer is at the table.
 - vi. EdSoc Logo
 1. Do we want a logo?
 2. Should we have a contest to design it? Or Volunteers
 3. Lynn Slivovsky and Oliver Ban volunteer to explore this concept

Report of Communications — Susan Lord

- [Policy for EdSoc's mass e-mailings](#) — Rob Reilly
1. Reilly reported on the policy for EdSoc Mass mailings.
 - a. Mass mailings have been personalized in the last month.
 - b. People now respond to the emails because they are seen as *personal*.
 - c. Reilly reviewed what we do and do not currently send to the email list. Currently, we focus on the fields of interest, but we do not send job vacancies, obituaries, surveys, etc.
 - d. Russ Meier asks for opinions from the committee on the job vacancies.
 - e. Reilly refers requests that EdSoc does not publish to an ASEE mailing list and suggests it would be just too much email traffic if EdSoc posted those notices.
 - f. Reilly suggests that formal policy may be need at some future date. But at the moment operations are fine.

4. **Report of Officers** — Susan Lord

- President's Report — Susan Lord
 - [presentation at IEEE History Conference](#) — Susan Lord
- [Treasurer's Report](#) — James Sluss

1. Susan Lord, President

- a. Attended Technical Activities Board (TAB) meeting in June.
- b. There were no real issues to report; it was mostly administrative.
- c. The next TAB meeting is in November in New Jersey.
- d. February will be our Publications Review
- e. Spring will be our Society's next all-society review.
- f. Bylaw changes from June AdCom have been sent to IEEE. New changes were fine, but they found old things to comment on! AdCom revoted on some changes electronically. The changes now get publicized to the membership for comment.
- g. Field of Interest is on the November TAB agenda for approval.
- h. Gave a presentation in August about the history of the Education Society at the IEEE History Conference. Ed Jones and Susan Lord are working on a larger paper regarding this.

2. James Sluss, Treasurer

- a. Budget report was published on the on-line agenda.
- b. Third quarter budget forecast shows a pleasant surprise: \$15K more income than budgeted. This will result in a small surplus of \$4K for 2009.
- c. There was a significant increase in expenses due to the on-going strategic planning activities.
- d. IEEE Financial teleconference call tomorrow morning that he will be attending.
- e. He has not yet been told of any reserves adjustments for 2009.
- f. Net worth as of June: \$647,000 (\$602,000 in reserves).
- g. The Finance Committee is considering transferring funds from the reserves into the IEEE Foundation to support endowment of our awards.

5. **Awards Committee** — Tony Mitchell

- [2009 Awards' Report](#) — Tony Mitchell
- EdSoc VP being Awards Committee Chair — Rob Reilly
- [Student Award proposal adjustment](#) — Rob Reilly

1. Tony Mitchell: 2009 Awards Report is on-line

- a. HP and Rigas at FIE2009 Monday Luncheon
- b. FIE Awards at Plenary Tuesday morning
- c. Remaining Awards will be presented at Awards Banquet Tuesday night
- d. Distinguished Member Award is vacant this year; committee needs new chair for 2010
- e. Mitchell notes that he fully understands why you serve this role twice! There is much to learn the first year!

2. Rob Reilly: Should the Awards be handled by the V.P.

- a. Reilly noted that the V.P. should be functionally the President-Elect, and represent the society in that role at events.
- b. Institutional memory can be important for these awards processes.

- c. Dave Irwin agrees that continuity is important. He cannot remember if it has always been the V.P. running awards. He also suggests the V.P. attend the final TAB meeting of the current President's term.
 - d. Ted Batchman notes that the Treasurer is a six year term for just this reason. By the time you learn it, you step down! He thinks it would be appropriate to investigate this.
3. Student Award proposal adjustment
- a. Reilly refers to last AdCom approved a Student Award.
 - b. TAB returned the proposal because of vagueness in the number of awards. They suggested 4 to 6 awards.
 - c. Motion to amend motion made and approved at Austin AdCom meeting: no more than 2 awards each year. Meier second. Motion carries
 - d. It will now be amended and sent to November TAB.

6. **Chapters and Geographical Activities Committee** — Rob Reilly

- [Chapters Committee Report](#) — Rob Reilly
- IEEE Educational Activities Board (EAB) — Charles Hickman
- WIE committee report — Lynne Slivosky

1. Chapter Committee Report – Rob Reilly

- a. The Chapters are doing excellent! We have 74 chapters now.
- b. Critical need for revision of management structure as there are so many chapters.
- c. Morocco and Wuhan are new.
- d. Moscow is inquiring
- e. Strategic Plan is being written for Chapters by an ad-hoc committee of chapter leaders
- f. He has funded some memberships for sections that want to start chapters in developing areas of the world: Morocco, China, other areas of Africa are examples.

2. Chuck Hickman from IEEE EAB gives report.

- a. EAB is one of six units of IEEE structure with its own governing board
- b. EAB covers pre-college, university, and continuing education services
- c. He asked a lot of questions when he took the position 1.5 years ago. He didn't get a lot of answers from IEEE when he asked. He has done a lot of groundwork to get the answers he has today: 50000 – 70000 academic members today (out of over 400000 in IEEE).
- d. Academic member needs and expectation survey was sent to 4000 academic members last year. Response rate of about 14% (a typical number). He thanks Susan Lord and Joe Hughes for helping structure some of the questions. He wants to share the responses with the EdSoc.
 - i. Three fourths are satisfied with current IEEE efforts to serve them.
 - ii. The most frequent reason (60%) listed for belonging for IEEE is to remain technically current through access to publications.
 - iii. A large majority (85%) hold faculty appointments at institutions that award Doctoral degrees.
 - iv. One-half described themselves as primarily teaching focused.
 - v. With the exception of systems engineering there was not strong interest in development programs in cross-discipline areas.
 - vi. Most supported programs for helping students develop communication skills.
 - vii. There was interest in programs that support helping develop instructional effectiveness in rising Ph.D. students as potential instructors.
 - viii. One interesting result: IEEE has done a poor job promoting the real-world engineering project (REWP)

- ix. Discussion occurred about how many EdSoc members received the survey. No AdCom member has. Dan Lytinski suggests it would be an interesting comparison now to send it to our membership.
- x. Discussion occurred about potentially funding a workshop on effective teaching.
- e. Transforming Engineering Education – Dublin, April
 - i. Sponsored by EAB and IBM
 - ii. There are a lot of conferences on engineering education. This conference is positioned to be different because it is global, determined to make this cross disciplinary with business schools and law schools.
 - iii. Speakers and panelists are being called from corporate education, etc.
 - iv. Trying to give this a strong action focus – creation of workgroups to develop action recommendations for IEEE, employers, foundations, accrediting organizations, etc.
 - v. Action recommendations will be disseminated to lots of groups, hopefully including ours!

3. Lynn Slivosky is the EdSoc Liaison to the Women in Engineering Committee (WIE)

- a. WIE is an appointed committee reporting to the Board of Directors.
- b. The primary goal is brainstorming programs and approaches for recruiting and retaining females in engineering.
- c. Two-thirds of IEEE WIE membership is female.
- d. She presented a bullet list of current focuses. See the on-line presentation.
- e. Two tangible products: IEEE WIE magazine and IEEE WIE Electronic Newsletter
- f. First issue of IEEE WIE magazine received the 2008 APEX Award for Publication Excellence
- g. There are many synergistic areas between WIE and EdSoc.
 - i. Recognize achievements in EE education
 - ii. Receptions at major conferences
 - iii. Promoting grade advancement
 - iv. Develop programs and activates for recruiting and retention
- h. She suggests a bullet list of items we can do.
 - i. One key example: Women in Education gathering at FIE
 - ii. Support WIE magazine with articles
 - iii. promotion of calls-for-papers, etc. in its newsletter
- i. Motions creation of a Women in Education subcommittee within EdSoc
 - i. link between EdSoc and WIE
 - ii. mutually relevant information exchange
 - iii. investigate opportunities for professional development
- j. Reilly seconds.
- k. Proposed committee volunteers: Lynn, Susan, Cordelia, Melany Ciampi
- l. Motion passes

7. **Constitution and Bylaws Committee** — Victor Nelson

- [Const & Bylaws Approval Report](#) — Susan Lord
- [Const & Bylaw: 2005 recommended changes](#) — Susan Lord
- [Const & Bylaw: proposed changes](#) — Susan Lord

1. Susan Lord reviewed this item in the President's Report

8. **Distinguished Lecture Program**

- [Distinguished Lecture Program \(In-person\)](#) — Edmundo Tovar

1. Edmundo Tovar reports:

- a. Program started last year and received EdSoc \$US4K funding for operations
- b. Two uses of allocated funds: IGIP – Cairo, conference in Portugal
- c. Request in June for \$4000 tabled to Finance Committee
- d. Preparing a call for chapter chairs to determine if they need support from this program
- e. Thirty-three experts are now in the database
- f. Action plan for on-line program is being prepared.
- g. Lance Perez sent a message three weeks ago to Reilly because he had not received a formal request.
- h. The members of the committee agree that there had been some miscommunication at the AdCom meeting about how these requests would go for.
- i. Susan clarifies that anything that is not a line item in the budget, it needs to go through Finance committee.
- j. Motion to approve \$4000 for DLP funds, Reilly
- k. Second Meier
- l. Jim Sluss asks if DLP will spend the money in 2009 or 2010. Edmundo clarifies that it is for 2010.

9. **Fellows Review Committee** — David A. Conner

- [Fellows Review Committee Report](#) — David A. Conner
 - a. Rod Soukup noted that the Committee was concerned that the scoring system was strange this year. You could get an extremely low score and still be qualified. He notes that a small request of funding was approved for conference-call to help alleviate concerns about scoring in the next round.
 - b. Rob Reilly notes that the name is not Fellow Committee but Fellows Review Committee because they don't nominate, they review.

10. **Finance Committee** — Lance Perez

1. Lance Perez indicated main function was to review its procedures.

- a. Receiving requests for funding: teleconference, EDUCON2011, strategic planning request, etc. These are out to the Finance Committee for consideration.
- b. Perez would like direction from the AdCom as to how to process requests (ad hoc) requests. What should the criterion be for approval: do we have money and/or does content of request fit into EdSoc. Litynski suggests that the decisions should be an ExCom decision.
- c. Small requests should follow ad hoc process. Long term requests. Large requests. Meier supports structure of the process with 2 deadlines (not timely for AdCom meetings). Perez likes the idea of requests being submitted for 2 major deadlines.
- d. Lance notes that the committee needs guidance on what level of decisions they are allowed to make. There is a difference between \$50 requests and multi-thousands of dollar requests.
- e. Lance Perez suggests two deadlines per year for large allocations.
- f. Rob Reilly notes that the Finance Committee shouldn't be tasked to determine the substance of the request but make recommendation based on their research of the request.
- g. Dan Litynski notes that uncomfortable requests should be referred back to the Executive Committee.

Meetings Committee — Russ Meier

- [Meetings Committee Report](#) — Russ Meier
 - i. Summary of Activity since June AdCom
 - ii. State of the IEEE conference business
 - iii. New IEEE Rules and Regulations for Conferences
 - iv. Strategic plan for conferences
 - Conference Reports
 - i. FIE Steering Committee Report (FIE 08, 09, 10) — Russ Meier
 - ii. [EDUCON 2010 Conference](#) — Russ Meier
 - iii. [TAAE 2010 Conference](#) — Russ Meier
 - iv. [INTERTECH 2010](#) — Melany Ciampi
 - Conference Proposals
 - i. [EDUCON 2011 proposal](#) — Russ Meier
- a. Overview by Meetings Committee Chair Russ Meier:
 - i. report is online.
 - b. Meier met with Tovar and Castro to discuss EDUCON conference.
 - c. Meier attended IEEE conference meeting in Prague, which discussed the IEEE 900 conferences; discussed policies and procedures.
 - d. Meier formed meetings committee (get names).
 - e. Meier reviewed recent IEEE review and adoption of rules, processes and procedures for all conferences even if they are technically co-sponsored.
 - f. Reilly requested guidance for providing publicity, etc. to conferences that have been approved for technical co sponsorship or sponsorship; these conferences are entitled to more support than not affiliated conferences, but what does that mean.
 - g. Batchman asked about sponsorship; Meier indicated sponsored conferences have steering committee but technical co sponsorships do not.
 - h. Motion made and seconded: to approve FIE 20XX in Rapid City SD; voice vote approval
 - i. FIE 08 had surplus
 - j. FIE 09 is teetering on the edge. San Antonio is quite expensive; significant number of walk-ins at FIE 2009. Total number of participants not known as yet.
 - k. EDUCON 2010 process is underway. Tovar gave report on EDUCON 2010. Conference presently has 374 abstracts. Have selected 80% of abstracts for presentation at conference.
 - l. Auer is pleased that there is an FIE-like conference outside the USA. Looks forward to having more conferences. The conference in 2012 in north Africa is just coming onto the radar. Very successful story for EDUCON conferences.
 - m. Meier: TAAE 2010 is Spanish conference that is co-located with EDUCON 2010. There is intentional overlap with EDUCON.
 - n. INTERTECH 2010 Ciampi received 460 papers. Has mechanism to guarantee that papers are all real; 60% of papers are new and original. Conference will be held in Bahia, which is a very scenic area. Conference was invited by research center in hopes of attracting business; funded by business organizations (*e.g.*, Brazilian petroleum company).
 - o. Meier: discussion in regard to EDUCON 2011 structure. Conference will be in Amman, Jordan. Motion made and seconded: to approve co sponsorship for EDUCON2011 in the amount of \$US20K. Auer supports the \$20K figure and is confident that it can be returned to EdSoc. Meier is confident is confident that pay back of loan. Reilly asks to confirm the motion is: “to provide funds for EDUCON2011 in the amount of \$US20K” and that the surrounding

discussion is not part of the motion. Auer EUR150K is the budget for EDUCON2010. 50% of budget is dependent upon registrations. Possibility of having conference over with another conference (e.g., ICL). Batchman: asked about return of surplus; yes, surplus will be returned to EdSoc. Voice vote: approved.

11. **Membership Committee** — Hossein Mousavinezhad and Rob Reilly

- [EdSoc membership statistics](#) — Rob Reilly

1. Rob Reilly reports that membership is up 2.7% for 2009.
 - a. Membership is up 2.7%. Back to the level of 2002

12. **Publications Committee** — Charles Fleddermann and Rob Reilly

- Status of the Publications Committee structure — Rob Reilly
- [IEEE Transactions on Education](#) — Charles Fleddermann
- [The Interface](#) — Rob Reilly
- [MEEM](#) — Rob Reilly/Seji Isotani
- [Transactions on Learning Technologies](#) — Matt Ohland
- [News&Notes](#) — Rob Reilly
- [IEEE-RITA 2009 Report](#) — Martin Llamas-Nistal

- a. [Transactions on Education](#): 1 new associate editor; 19 associate editors, 5 women, 4 outside U.S.
- b. Rob Reilly reports on [restructuring publications committee](#). Martin Llamas-Nistal will be new Publications Chair after the new bylaws are approved.
- c. [The Interface](#) is going fine. Reilly is still looking forward to getting out from under other duties in order to have more time to dedicate to News&Notes.
- d. [MEEM](#) – student publication is going very well. Visit the website if you haven't!
- e. [News&Notes](#) – Rob would also like to get out from under this, he has not done as much with News and Notes because of all his jobs.
- f. [TLT](#): Matt Ohland reports. All financial issues have been resolved. See on-line report. Promotion flyers are out, including on the FIE2009 CD!
- g. [IEEE-RITA](#) – Martin Llamas-Nistal reports that IEEE-RITA is doing well, and is working to request to be an official publication of the IEEE, distribution through Explore.
 - a. Martin Llamas-Nistal offers a motion for putting a CD-ROM of IEEE-RITA volume in a future Transactions issue. Meier seconds.
 - b. Batchman notes that there will be a cost.
 - c. Auer asks about languages. Martin clarifies.
 - d. Call the vote: Motion carries.
 - e. Martin moves for approval of IEEE RITA as an official publication of the society. Meier seconds.
 - f. Melany Ciampi notes that RITA is a big success in Brazil! She is highly supportive of this motion.
 - g. Rob Reilly notes that this has been attempted before, and it is a tough process at the IEEE Corporate level.
 - h. Susan notes that since IEEE contacted us about this, she feels better that this will go smoother this time around at IEEE.
 - i. Call the vote: Motion carries.

13. **Web Site** — Rob Reilly

- Reilly: suggestions gladly accepted. 2 hours per week spent working on Web site. RSS feed is tremendous feature.

14. **Old Business** — Susan Lord

- Discussion of options for permanent recognition of Bill Sayle — Susan Conry
 - i. No action taken
- [IEEE Women In Engineering \(WIE\) Committee](#) —Lynne Slivovsky
 - i. Item was moved to beginning of agenda

15. **Election of Officers and AdCom members for 2010** — Ted Batchman

- [Election Rules](#) of the EdSoc
 - [Conduct election of officers and AdCom members](#)
 - i. Overview of Nomination Process for 2010
 - ii. [Officer Nominees for 2010](#)
 - iii. Conduct Election for Officers
 - iv. [AdCom Nominees for 2010](#)
 - v. Conduct Election for AdCom Members
- a. Ted Batchman provided an overview of the process and nominees on behalf of the nomination committee.
 - b. Non-voting members and those not in contested race were dismissed.
 - c. Nomination committee recommended reappointment of the currently serving executive committee officers.
 - d. Nomination committee presents a list of candidates for the at-large positions.
 - e. Floor is opened for additional nominations for At-Large members
 - i. Susan Lord nominates Mani Mina
 - ii. Rob Reilly nominates Mats Daniel, Past Chapter Chair for EdSoc, also very active in engineering education
 - iii. Motion to close nominations by Batchman. Meier seconds. Motion carries
 - f. Litynski motions approval of executive committee by acclamation as there were no contested seats. Brito seconds.
 - g. Hearing no objection, the motion passes. To wit, Lord is elected President; Mitchell is elected as Vice President; Reilly is elected as Secretary.
 - h. Secret balloting occurs for At-Large members.
 - i. Melany Ciampi elected
 - ii. Rod Soukup elected
 - iii. Edmundo elected
 - i. Run-off election for fourth position between Victor Nelson and Mani Mina
 - i. Nelson is elected

16. **Adjourn** — Susan Lord

Motion to adjourn was approved.