

**IEEE Education Society AdCom Meeting  
ASEE Annual Conference and Exhibition  
Vancouver, British Columbia, Canada  
June 27, 2011**

By Russ Meier

**In Attendance:**

Rob Reilly (President, Chapter Committee Chair)  
Susan Lord (Junior Past President, Nomination Committee Chair)  
Manuel Castro (Vice President, Awards Committee Chair)  
Claudio da Rocha Brito (AdCom Member-At-Large)  
Cordelia Brown (AdCom Member-At-Large)  
Melany Ciampi (AdCom Member-At Large)  
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, Standards Committee Chair)  
Lynn Slivovsky (AdCom Member-At-Large)  
Rod Soukup (AdCom Member-At-Large)  
Edmundo Tovar (AdCom Member-At Large)  
Oliver Ban (AdCom Member-At Large)  
Leonard Bohmann (Finance Committee Chair)

Ed Jones (Past President, Ed Jones Meritorious Service Award Sub-committee Chair)  
Victor Schultz (Past President, Society Member)  
Chuck Fleddermann (Editor-in-Chief, IEEE Transactions on Education)

Welcome and Introductions

Rob Reilly began the meeting promptly at 6:00 p.m.  
Rob Reilly welcomed the group.  
Introductions were made including AdCom role and personal affiliation such as university or professional organization.

Approval of Agenda

Motion Meier  
Seconded Bohmann  
Motion Carried

Approval of Minutes from Louisville AdCom Meeting

Motion Bohmann  
Second Meier  
Corrections need to be made for Bohmann's name throughout the minutes.  
Motion passed with correction noted.

Jayne Cerone, Staff Director, IEEE Technical Activities Board spoke to the Administrative Committee and was a guest at the meeting. Her comments follow.

She has been with IEEE for 25 years.

She is the staff director of governance and communications.

Summarized the worldwide breakdown of societies, regions, and chapters.

She described TAB (Technical Activities Board) for the group.

TAB is made up of 60 voting members from societies, chapters, regions, committees, etc.

Societies work on their own but there are oversights at TAB as well as dispute resolution services.

TAB meets three times a year.

TAB committees work in periodicals, products development, society review, etc.

TAB is one-half of the IEEE with MGA (Membership and Geographical Activities) as the other half.

TAB is considering having every society offer “something” for a \$15 price point. Everyone joining IEEE can choose one society package that is automatically included in the dues. Additional society packages could be bought for \$15. Societies could choose to offer enhanced membership with different pricing levels. If it rolls out it would be for the 2013 renewal period.

She noted that IEEE does significant work is done in publications, and in IEEE USA public policy. As IEEE expands overseas, it has opened or plans to open offices in Singapore, Tokyo, India, Europe and Brazil.

She asked for questions or comments. They follow:

Vic Nelson asks about incremental membership levels and the fact that this type of membership will require many if not most societies to change their bylaws. Answer: She noted that it will probably be an issue and that is why the roll-out won't be until 2013.

Russ Meier commented that access to on-line publications may be a bigger motivator to keeping IEEE membership rather than just joining a society for the \$15 price level included in the basic fees.

Oliver Ban noted that professional development and guidance may be an important part of the equation in Asia and the South Pacific.

She acknowledged that the business model has changed: the IEEE now target markets directly to the libraries rather than to the members! TAB is working to adjust how membership is marketed to the worldwide professionals.

Confirmation of appointments

Motion by Castro to approve President's appointments.

Seconded by Ciampi

Motion passed

Reports on Business Transacted other than at AdCom Meeting – Rob Reilly  
Executive Committee Teleconferences

Three have been held for finance, governance, and general discussion and they have all gone well.

It is often not possible for all AdCom members to attend but all are invited to join the meeting when they are able.

Rob Reilly has held discussions with the IEEE EAB (Educational Activities Board)

Most of the discussion have been about understanding the differences between EAB and the Education Society.

EAB has started improved marketing to help separate their role from the Education Society role.

Rob Reilly has held discussions with IEEE MGA (Membership and Geographical Activities Board)

Function of chapters is currently technical meetings.

Rob Reilly pointed out during the discussions that there are other things that should be done at the chapters such as how to apply for fellows, awards, etc.

Rob Reilly hopes that through these discussions MGA and Societies can begin serving chapters and members more efficiently and effectively.

Rob Reilly has been working with IGIP (International Society for Engineering Education) on becoming sister societies.

Michael Auer and Rob Reilly are working on this initiative. The AdCom approved moving ahead on this initiative with a vote recorded at the last meeting held at FIE 2010 in Washington, D.C.

They are working on many things. Examples include membership options, joint awards, and joint publications.

EAB and Education Society have been involved in a project to put accreditation into Latin America and the Caribbean.

EAB will go in and establish the accreditation process.

Rob Reilly notes that he hopes the Education Society can be helpful.

Two IEEE members are part of the Organization of American States and will be working to see how IEEE and Education Society can be assistive.

Education Society is exploring a relationship with GOLC (Global Online Learning Consortium)

Many of our members are founding participants in GOLC.

GOLC will hold a workshop in parallel with the first day of FIE 2011 in Rapid City.

Education Society will be a technical co-sponsor of that workshop.

Education Society will continue working on ways to collaborate with GOLC.

#### African Union

Work is underway to increase our presence in the African Union.

Hamadou, Manuel, and Rob are principle players at this time. More information will be provided at future meetings as this initiative becomes more active.

#### Treasurers Report – Leonard Bohmann

Presented the state of the 2011 budget.

Several items passed by the AdCom did not get into the budget approved by IEEE.

Meetings Chair funds

Standards Committee funds

Professional Development Committee funds

Distinguished Lecture Committee funds

Suggestion is that these items be added to the current budget.

Result is increased line items from \$55,500 to \$77,000.

Result is increased deficit from \$121,000 to \$146,500.

For many years we ran surpluses. We have built up quite a reserve: \$850,000.

The 2011 budget was purposely set so \$75,000 extra dollars would be spent on Transactions pages (750 pages this year). This will help get rid of the backlog of pages.

A request to modify the budget to include the funds that were not included will be made to IEEE.

Presented the 2012 budget

Increase in President's Office Budget for Travel

AdCom Committee budget (food, meeting costs) increases

Chapters increases with inflation

Meetings, Standards, Professional Development, and

Distinguished Lectures become actual line items.

Awards Committee budget increased to handle additional costs.

Motion to approve by Mina.

Seconded by Ban.

Motion carried.

#### Awards Committee – Manuel Castro

A detailed report is on the website with the AdCom meeting materials.

Nominations were received by June 15.

All committees are working.

Committees have been asked to report by July 15.

Awardees must submit CV's etc. for FIE Awards Program by middle of August.

#### Chapters and Geographical Activities Committee – Rob Reilly

A President's Award was discussed at the last meeting.

The award would recognize people that don't fall into the categories of awards we currently have but distinguished activities for the society.

Motion to approve the President's Award by Ban.

Seconded by Tovar.

Significant discussion occurred.

Question was asked how this award differs from current awards.

Rob Reilly responded that this could be someone that doesn't quite fit the model, perhaps not a member, maybe an industry representative for example.

Matt Ohland questions having a single person make that decision. He offers an amendment that the Presidential Award will be nominated to the Executive Committee and that the Executive Committee will make the award decision.

Motion Ohland.

Second Lord.

Motion carried as a friendly amendment motion.

Susan Lord questions giving an award to someone that is not a member.

Leonard Bohmann and Matthew Ohland again ask why the award needs to exist.

Motion to table made by Mina.

Table motion seconded by Nelson.

Motion to table passed. Original motion with friendly amendment is tabled.

Chapters continue to go well especially outside of the United States.

Student Activity committee is going really well.

The student run Multidisciplinary Engineering Education Magazine (MEEM) continues to publish peer-reviewed issues.

There has been an issue where TAB has asked for the term "magazine" to be removed from the MEEM name. We will continue working on this issue over the next months.

Constitution and Bylaws Committee – Victor Nelson

Three items for discussion were requested at the past meeting:

Change Vice President to President-Elect

Do we want a President Elect?

Straw Poll was taken and the concept passed.

What is the term and the procedures? Two strong options emerged from the discussion.

Option A: 2-year non-renewable President-Elect, 2-year non-renewable President, 2-year Past President

Option B: 1-year non-renewable President-Elect, 2-year non-renewable President, 1-year Past President

A straw poll resulted in 7 votes for Option B, 4 votes for Option A.

Vic Nelson was asked to draft language for Option B: the 1-2-1 option, and present it as a motion to the AdCom in October.

Matt Ohland, Leonard Bohmann, Susan Lord, and Rod Soukup volunteered to assist in the proposed language.

Change selected standing committees to Vice Presidents

Do we want to change selected standing committee Chairs to Vice Presidents?

Two most logical are Meetings and Publications. Other possibilities are Finance and Chapters. Jayne Cerone (guest, IEEE) suggests a Vice President of Operations for the other areas that aren't as detailed. She suggests examples that fall under that umbrella might include oversight of awards, constitution and bylaws, and membership development.

Melany Ciampi asked why we don't also change the AdCom name to Board of Governors because it carries much more weight when interacting with other groups.

Susan Lord asks about election versus appointed. It was noted that now all standing committee chairs are appointed.

Jayne Cerone (Guest, IEEE) notes that that is done in other societies as well based on the AdCom being elected by the membership and the executive committee knowing the people that are capable of fulfilling the job roles perhaps better than the voting membership.

Motion by Bohmann to retitle Meetings Chair to VP Conferences and Meetings, appointed by President, no other changes to bylaws.

Second by Ohland.

Motion carried.

Motion by Bohmann to retitle Publications Chair to VP Publications and Media, appointed by the President, no other changes to bylaws.

Second by Ohland.

Motion carried.

Vic Nelson was asked to draft language for the bylaws changes and motion them for approval at the October meeting.

It was noted by Vic Nelson that these changes are not and can not be in effect until they have been approved as formal bylaws changes. These two Committee Chairs should continue using the title "Chair" until the formal process completes.

Society membership election of at-large AdCom members  
Currently AdCom membership elects new AdCom members.

Should we move to membership-wide elections?

Susan Lord asks Jayne Cerone (Guest, IEEE) for cost.

Jayne Cerone cannot provide as she doesn't have a true feeling for it right now at this meeting.  
Matt Ohland suggests tabling this idea and discuss it at the next meeting only after we do cost discovery.

Distinguished Lecture Program – Edmundo Tovar

Goal is to have two to three activities supported by this program each year.

Two events in December 2010 and May 2011. For information about the presenters and topics, see the detailed report submitted as supporting materials for this meeting.

A new Call-for-activities will be sent soon.

Fellows Review Committee – Rob Reilly

Susan Conry was elevated to the IEEE Fellows Committee and thus her position on the Society level committee was filled with an appointment.

An IEEE Region 9 member was recruited this year to fill the other vacant position.

Applications were received and the committee did a thorough review.

Decisions were made and sent to IEEE.

Finance Committee – Leonard Bohmann

The committee met on June 22 by teleconference.

The 2011 and 2012 budgets were discussed.

A request to co-fund a 40<sup>th</sup> anniversary session at FIE was made last year but the event was postponed to 2011.

Bohmann motions funding \$6500 for this special session with an appropriate new title.

Second Ohland.

Motion carried.

Finance committee has had trouble getting information in previous years. The committee suggests perhaps accounting for spending in reports to the AdCom or reports to the Finance Committee.

Reilly notes that IEEE Budget process occurs in August. Suggests moving up the requests for allocations/funds to the start of the year.

Meetings Committee

The Meetings Chair report is available in the materials submitted to the on-line agenda. The report summarizes business conducted by the Meetings Chair between October and June including steering committee meetings, a visit to Madrid, and administrative details for technical and financial co-sponsorship.

The Meetings Chair reminded the finance committee of the AdCom commitment to the seed loan (\$10,000) for EDUCON per year.

The budget for 2011 and the budget for 2012 do not clearly show the loan.

In post-meeting exploration with the IEEE financial analyst, the Treasurer and finance committee learned that this item should not show in the budget as a line item. Instead, this type of loan is handled differently by IEEE financial services.

FIE2013 needs an appointment for an EdSoc co-chair by the AdCom meeting at FIE2011 at the latest.

Conference reports for FIE 2010, EDUCON 2010 were made. Both made money and the surplus will be distributed to the sponsors after the final payments of bills and auditing.

Melany Ciampi and Claudio da Brito Rocha reported on their conferences held this year. See the on-line reports.

Melany Ciampi and Claudio da Brito Rocha announced the two conferences that they will host during the coming year and their intent to apply for technical co-sponsorship.

Rob Reilly reported on a group that has approached him about a conference in India.

Different sites – 6 or 8 different cities.

Webcast to all locations.

Sessions would be electronic and virtual.

We will be pursuing an MOU with them to technically co-sponsor this event with no financial commitment.

Membership Committee – Hussein Mousavinezhad

There are 3097 members currently, when affiliates are included it becomes 3132.

He notes that conferences should have membership brochures. Meier confirms it is in the MOU but sometimes hard to enforce if no one from the AdCom attends. We hope it happens and try our best to get the materials available to conference attendees.

Publications Committee – Rob Reilly

Transactions on Education – Charles Fleddermann

New scope was voted on last year. Made it through IEEE approvals.

Still battling with the backlog. For the current year, the page budget to try to decrease the backlog was set at 700 pages.

Decreasing the backlog by increasing papers is an expense to the budget.

Significant headway on the backlog has been made. Last year it was 1.5 years between approval and print. It is now about 9 months. The goal is to get it down between 3 and 6 months. He volunteered a 600 page budget this next year and then 500 pages each year after that.

Tough editing and length of articles has been enforced. Six pages is being enforced.

IEEE has made a plagiarism-checking system available to all Journals. All submissions to Transactions now go through this system (I-thenticate). It tells you gross percentage of overlap between things that are already published and where the overlap exists. Surprisingly, we've had like 2 or 3 that were substantially plagiarized. Transactions runs the check on submitted papers and if they are flagged, the paper is sent back to authors with the note that they can rewrite and resubmit. Discussion about the IEEE copyright policy and self-plagiarism occurred. It was noted that expansion from conference paper to a journal paper is a tough thing to enforce a complete rewrite on. It was also noted that special issues are challenging. Transactions currently does not publish anything that has been used before unless there has been substantial expansion.

It was noted that Transactions publishes to IEEE Xplore® before the printed edition. Thus, even with the paper backlog, the papers are still published for CV's etc. in a much faster time.

Interface – Rob Reilly

An editor was in place but it didn't work out.

This publication has stalled again.

News and Notes – Rob Reilly

Ali Iranmanesh has taken over and is working.

Submit items directly to Ali.

MEEM – Rob Reilly

Our student group continues to do excellent work.

As mentioned already during this meeting, TAB stated we can't call it a "magazine" and we will continue to work on a strategy to address the name.

Transactions on Learning Technologies – Matt Ohland

Matt Ohland's term on the editorial board has ended.

It was noted that the society really wants someone to replace Matt Ohland.

Rob Reilly needs to investigate profit growth to determine if we wish to continue being involved with this publication.

IEEE RITA – Manuel Castro, Martin Llamas

A detailed report is available on-line.

The May issue recently published.

The Society will go to the TAB meeting in November with a request to change the official name to Newsletter rather than magazine. This addresses the "magazine" name concern brought to the society by TAB. IEEE requires all journals, conference papers, and magazines to be written in English. Newsletters do not need to be written in English.

Professional Development Ad Hoc Committee – Oliver Ban

Developing countries strongly need IEEE to bridge between membership and professional development services.

Career development tools are major recruiting and retention tools in these countries.

He is currently working with government agencies that can promote IEEE through government media in China like CCTV and major newspapers.

Standards Committee – Hamadou Saliah-Hassane

A report is available in the on-line agenda.

Policies and procedures are visibly under development. This means they can be seen by the IEEE standards community.

Project authorization requests can now be made.

Example working groups have been created such as remote labs, use of educational resources, bridges between remote laboratories and smart devices, lightweight communication protocols between social media and iLabs, etc.

Next steps: EdSoc must appoint officials to the Standards Committee.

Web Site – Rob Reilly

New webmaster: Philip Moore, Chicago

New templates from IEEE will be used.

Webmaster will manage the one that is in place.

Finding someone to switch over to a new website is the next goal.

Student activity committee will be consulted for volunteers.

William Sayle Award

Achievement Award name was officially changed by IEEE.

Something needs to be given to Mrs. Sayle to represent the change in name and status of the award.

New Business – Rob Reilly

Dave Irwin made a campaign announcement about an excellent volunteer from the Industrial Electronic Society that is running for Division VI director. He encourages everyone to read a biography that he distributed and to consider voting for this highly qualified candidate. Division directors serve on the IEEE Board of Directors and they represent Societies as members of the Board. This Director represents our Society.

Motion to Adjourn

Motion by Meier.

Second by Lord.

Meeting adjourns at 9:00 p.m.