

IEEE Education Society
Administrative Committee Meeting

Honolulu, HI USA

Monday, June 25, 2007

Minutes

Submitted by Susan M. Lord, Vice President, and Joseph L.A. Hughes, President

Attendance: Joseph Hughes (President), Russ Meier, Ted Batchman, Jim Sluss (Treasurer), Rod Soukup, Victor Neson, David Irwin, Chuck Fleddermann, Matthew Ohland, Susan Lord (VP), Patricia Daniels, Ed Jones, Leonard Bohmann, Hossein Mousavinezhod, Dean Johnson, Melany Ciampi, Victor Schutz, Douglas Schutz, Trond Clausen, Manuel Castro, David Conner, Susan Conry

Meeting was called to order at 6:30 p.m. by Joseph Hughes.

The agenda as published was moved and adopted.

All attendees introduced themselves.

Minutes from San Diego AdCom meeting were adopted as published.

Reports on business transacted other than at AdCom meeting — Joseph L.A. Hughes

At the February Technical Activities Board (TAB) meeting, a proposal from the IEEE Computer Society for a new *Transactions on Learning Technologies* was considered. Several societies, including EdSoc, expressed concerns about possible overlap with their fields of interest. Working with an ad-hoc group of AdCom members, EdSoc negotiated to become a financial co-sponsor of TLT. The revised proposal was approved by TAB earlier this month, subject to approval of the agreements by EdSoc and IEEE-CS.

Report of Communications — Joseph L.A. Hughes

Since the previous AdCom meeting, there have been discussions with Moshe Kam, IEEE VP Education, regarding potential areas of collaboration between EdSoc and Educational Activities initiatives, including Women in Engineering, K-12, and IEEE position papers related to the first professional degree in engineering and international accreditation. Discussions have also occurred with Steve Seidman, IEEE-CS, regarding planning activities and options for FIE.

President's Report — Joseph L.A. Hughes

The report summarized issues identified during the TAB meetings in November 2006 and February and June 2007. These include the legal responsibilities of IEEE volunteers in acting on behalf of IEEE, potential changes in the way IEEE transacts business outside the United States, IEEE financial health membership growth, and an emphasis on strategic processes in the way organizational units conduct their meetings and operations.

Treasurer's Report — James Sluss

There was no additional discussion of the submitted report.

Awards Committee — Susan Lord

Award nominations were due June 15. Award selection committees are currently working on selecting winners. Susan Lord thanked all who are serving on or as chair of these committees. Given that FIE07 has expedited the timeline for publication of the program book, selection of winners needs to be completed as soon as possible, preferably by July 15.

Chapters Committee — Trond Clausen/Manuel Castro

Report is available on the website. Trond Clausen gave brief summary. Currently there are 70 chapters in 54 countries. Substantial growth due largely to work of Rob Reilly. Around the world, IEEE is seen as a neutral entity not dominated by Americans. The chapters committee itself is very international with members from 7 countries. Need to keep the chapters sustainable, including support such as reminders and information.

T. Clausen encouraged all AdCom members to send articles as contributions to the MEEM student publication. “They are young and ambitious leaders of tomorrow. Help them.”

Russ Meier reported that Milwaukee had approved a new chapter in mid June 2007.

Constitution and Bylaws Committee — Victor Nelson

No report. J. Hughes noted that there is a December 2007 deadline for implementing several changes mandated by IEEE during our last review. Nothing controversial but we should expect a vote at October AdCom meeting.

Fellow Committee — David Soldan

No report but D. Soldan has indicated that he does not wish to continue as chair of this committee after this year.

Finance Committee — Chair vacant

No report

Meetings Committee — Chair vacant

FIE 2006 Report — Susan Lord

S. Lord distributed a report which is also available on the website. FIE06 was successful in terms of attendance, finances, and overall satisfaction of attendees. IEEE EdSoc will receive a check for about \$19,000 soon as its share of the surplus.

FIE 2007 Report — Russell Meier

FIE07 going well. Report available on website.

FIE Steering Committee Report

J. Hughes announced that Jim Roberts’s term on FIE Steering Committee has ended. J. Hughes thanked Jim for his six years of service in this role on behalf of EdSoc. Ted Batchman has agreed to take over as Chair of the FIE Steering Committee to fill out EdSoc's term.

AdCom members were encouraged to notify the FIE Steering Committee representatives (Ted Batchman, Susan Lord, and Russ Meier) if they know of anyone interested in hosting an upcoming FIE conference.

ICECE 2007 Report — Tony Mitchell

M. Ciampi reported that the conference was successful with over 400 attendees, about half from Brazil and half from Europe and the U.S. IEEE was well represented and Tony Mitchell gave an outstanding presentation on EdSoc.

TAAE 2006 final report — Manuel Castro

Request for co-sponsorship of TAAE 2008 — Manuel Castro

Approved by hand vote.

Request for co-sponsorship of i-TCE 2008 (Kuwait)— Joseph Hughes

The issue of women's participation in this conference was brought to J. Hughes's attention by an phone from a potential attendee. Ed Jones said he had visited the campus of the host institution which is co-ed. He cautioned that the gulf nations are not a monolith and said he would be "utterly astounded if any issues came up" regarding women's participation at a conference hosted by this institution. It was pointed out that IEEE has sections and chapters in the Middle East already. *Approved by a voice vote.*

Membership Committee — Hossein Mousavinezhad

Strategies to encourage membership have been discussed such as reduced conference fees. However that only works for a year. EdSoc has 3092 members with a few hundred more in 2007 expected. Growth rate is 4% pe year. EdSoc doing better than IEEE overall. He noted that there are membership growth and management issues. For example, 25% of members do not renew although several people pointed out that this may be due to funding cycles and these folks might eventually renew.

Travel support for GOLD committee development

Motion to approve \$1000 to offset H. Moussavinezhad's trip to India was made by R. Meier and seconded by J. Sluss.

D. Connor questioned whether it was worth the time and effort to pursue GOLD development when EdSoc is not likely to have many members who fall in this category. He recommended pursuing this after its purpose was more clearly defined in the strategic planning process. H. Moussavinezhad indicated that he thought of GOLD as a bridge between students and professionals and that this trip involved more than just GOLD activities.

Approved by a voice vote.

Publications Committee — David Conner and Charles Fleddermann

IEEE Transactions on Education Report — David Conner

Proposal to hire IEEE TransEd editorial assistant — Charles Fleddermann

C. Fleddermann, new Editor in Chief of IEEE Transactions on Education, described the qualifications of his choice for Editorial Administrator, Dr. Kirsty Mills. He highlighted her Ph.D. in EE and excellent technical writing skills. This will be a half time position. D. Connor supported the choice pointing out that her technical background would be very valuable and help shorten the time to publication. Motion to support C. Fleddermann's proposal by D. Connor, seconded by M. Ohland. *Approved by a voice vote.*

The Interface — Bill Sayle

News&Notes — Rob Reilly (see report)

IEEE-RITA: Volume 2 report — Manuel Castro

IEEE-RITA CD publication inside ToE issue — Manuel Castro

RITA is going well with anticipated publication of second issue. The idea of producing a CD within a ToE issue was discussed. Last time this was done was while T. Batchman was Editor in Chief. There were issues with IEEE in archiving CD contents. M. Castro needs to work with C. Fleddermann on this. J. Hughes remarked that when the journal was approved by the AdCom, the idea of a CD was included.

IEEE-RITA approval for IEEE starting process — Manuel Castro

M. Castro is working on getting IEEE approval for RITA. He is preparing a Phase I proposal and should have information available for the next AdCom meeting (October 2007). J. Hughes suggested that M. Castro

1. Have draft of Phase 1 proposal ready in September 2007, one month before the next AdCom meeting, so that it can be distributed electronically for feedback prior to the meeting.
2. Identify other societies within IEEE that might be interested in being a part of this now to facilitate cooperation and avoid potential problems later.

D. Connor warned that the Phase II proposal can be “voluminous” and time consuming including items such as a market analysis. He also pointed out that since he is on the committee that approves such proposals, he can not help to prepare it.

MEEM: student publication — Trond Clausen

Web Site — Rob Reilly (see report)

Unfinished Business — Joseph L.A. Hughes

EdSoc 50th anniversary celebration at FIE and during coming year

October 10 is the 50th anniversary of EdSoc. Leah Jamison, IEEE President, will be the keynote speaker for FIE07. J. Hughes proposed a Gala Reception/Awards Presentation as part of FIE07 on Friday October 12. This event would be free and open to all FIE attendees as a membership recruitment event for EdSoc. It would cost EdSoc \$12,000. E. Jones has agreed to take a leadership role in planning the Gala.

J. Sluss confirmed that there were funds available in the budget for such an expenditure. Motion by J. Sluss seconded by V. Nelson to spend \$12,000 for this Gala/ Party at FIE07. *Approved by voice vote with R. Meier abstaining.*

J. Hughes sees this event as part of a larger multi year celebration which might include a special issue of ToE in 2008. An official EdSoc logo might also be part of this although there are issues involved in getting IEEE approval.

Strategic Planning

J. Hughes presented a PowerPoint presentation IEEE Education Society Strategic Planning Update. He highlighted status, larger issues brought up at TAB meetings using delays in his ability to move forward. He outlined goals/vision focusing on changing the structure/administration and providing more value to members.

E. Jones asked that “K-12” be changed to “Pre-University” to be more globally applicable. S. Lord asked for the addition of the Secretary to the strategic planning committee (SPC). Both items were supported by the AdCom and included as amendments.

After some discussion, *a hand vote was conducted approving/endorsing* the goals/vision presented, the proposed planning process, and \$10,000 for travel to move forward with this plan.

New Business —Joseph L.A. Hughes s

ICECE 2007 travel reimbursement — Tony Mitchell

Motion to approve reimbursement by EdSoc for part of T. Mitchell’s travel to ICECE by S. Lord, seconded by V. Nelson. *Approved by a voice vote.*

IEEE Transactions on Learning Technologies agreements

Final document includes a 60/40 split between CS/EdSoc with 2/3 vote required for major actions such as editorial appointments. This is intended to give EdSoc some control over quality of the publication. D. Connor asked if the documents have been reviewed by IEEE leaders. He made a motion to approve the document pending independent review by IEEE corporate staff such as Matt Loeb or Tony Durniak M. Ohland seconded. *Approved by voice vote.*

Change name of the 'Chapters Committee' to 'Chapters and Regional Activities Committee'

D. Connor stated that as a point of order, changes to committee structure or names should be part of the strategic planning process.

Remaining items deferred to the Strategic Planning Process.

- o Create Standing Committee: GOLD_— Hossein Mousavinezhad
- o Create Standing Committee: Student Activity — Manuel Castro/Trond Clausen
- o Create Standing Committee: Distinguished Lecture Program — Trond Clausen/Manuel Castro
- o Create Standing Committee: Women in Engineering — Susan Lord

Committee chair/member appointments — Joseph L.A. Hughes

J. Hughes has appointed Russ Meier to replace J. Roberts on the FIE Steering Committee. *No objections from the floor.*

For other appointments, he will seek the advice of the Adcom by soliciting nominations and ask for consent of the Adcom by asking for comments before final appointment.

Adjourn at 8:35 pm— Joseph L.A. Hughes