

IEEE Education Society Administrative Committee Meeting

Draft Minutes

Submitted by Tony L. Mitchell, Secretary

Monday, June 23, 2008
6:30 pm
Pittsburgh Convention Center

Pittsburgh, PA

Attendees: C. Fleddermann, D. Litynski, E. Tovar, H. Mousavinezhad, J. Sluss, J. Hughes, M. Ciampi, R. Reilly, R. Soukup, R. Meier, S. Conry, S. Lord, T. Batchman, T. Mitchell, V. Nelson, V. Schutz, L. Bohmann, D. Silage, M. Mina, D. Irwin, E. Moore II, C. Brown, C. Hickman, H. Saliah-Hassane, S. Devgan, E. Jones.

The meeting was called to order at 6:30 pm by President Joseph Hughes. He welcomed attendees, then asked that each attendee identify her/himself and indicate AdCom affiliation.

Hughes called for additions or changes to the agenda. Miers moved and Susan Conry seconded approval of agenda without modification.

T. Mitchell moved and V. Nelson seconded approval of fall 2007 minutes subject to the addition or correction of IEEE representative name.

T. Batchman introduced himself since arriving after other introductions were completed.

President Hughes went into **reports on business transacted other than ADCom**. He indicated changes were posted on website with no objections received; thus the new constitution & bylaws as posted, became effective spring 2008.

R. Sukup is serving as finance committee and R. Meier as meeting committee chairs respectively. M. Ohland will serve three-year term as chair and Martin Nistall joins him as the two representatives on steering committee for the new *IEEE Transactions on Learning Technologies*.

Jennifer Polack-Wahl (University of Mary Washington), and Susan Burkett (University of Alabama), agreed to serve as EdSoc Program Chairs for FIE 2010 & 2011, respectively. Mani Mina of Iowa State University was confirmed as FIE 2009 EdSoc Program Chair.

President Hughes indicated the current sequencing of AdCom meetings are not most ideal with respect to when the TAB meets. He then provided updates of three TAB meetings since last AdCom convened:

1. IEEE is becoming more dependent on intellectual property for revenue. Revenue, especially operating income, comes from publications & meetings rather than membership dues. There are two major concerns resulting from this shift: a) changes in the marketplace, especially open access communications (i.e. publications are available on-line free of charge). (NIH currently requires on-line access, but not yet NSF.); b) As we move to electronic access to publications, this move has negatively impacted IEEE membership since prior membership motivation was access to publications at considerably reduced cost. Now most users are able to access documents on-line without IEEE society membership. President Hughes asked attendees to ponder implications at this point, since how we will continue to provide value to members for the \$20 cost of membership is becoming an increased concern. How do we attract the growing number of engineering faculty members who do not belong to the IEEE Education Society?
2. One other major force driving IEEE is policies and procedures. The hope is by getting our procedure correct, we improve our posture and attractiveness to potential members. He then mentioned two areas of Sarbanes Oxly compliance involving grievances and operations as a non-profit organization. Currently only the finance committee chair and EdSoc president sign ethics rules and agreements, but evolving discussions may reach a point where others may need or be required to sign this same form.
3. Another issue is financial/budgeting process. We currently have \$4,000 budget deficit for next year which at this point is no problem since our operations history is that revenue are acquired to offset the deficit. TAB indicated that no society will be allowed to pose a more negative budget balance that it currently has. Implication for EdSoc is a \$1.5M budget offset, or ours will have to be reduced by that same amount in the future. Conversely, if we are doing better than our budget projections, we can spend more. President Hughes shared a few more details related to the TAB budgeting impact. His summary of the budget constraint discussion is that we need to do a much better job at planning and budgeting, especially given the 50% rule associated with non-profits.
4. IEEE has changed the formula that distributes funds associated with conferences and other fund generating sources. The bottom line is EdSoc will get fewer funds under the new formula allocation. This change will be phased in by IEEE over next the few years. Again, his motivation is to make attendees aware of changes to IEEE does it business..

Questions he posed to the membership as a result of the above discussed items are: 1) How do we provide value to members; and 2) How do we grow as a society. He paused for questions or comments; there were none, so he moved on to next agenda item.

Report of Officers:

President Report: Hughes then discussed meeting with the Systems Council on whether or not EdSoc was interested in joining them. They are moving into systems engineering certification and systems of systems issues. Education could be one key part of their planned systems of systems conference.

Second item of discussion was the MTT Society; he met with their education committee in Atlanta. He asked attendees to think about how to interact with MTT Education effort within the MTT society. Activities of this society could be one reason our EdSoc membership is not growing since this and several other societies had education components. Attendees should think about how we may demonstrate our value to others, and thus be able to join or collaborate with other societies. Susan Lord asked if EdSoc belongs to any council now; answer from President Hughes was 'no' but most societies do not either. Hughes is not sure it makes sense for us to join Systems Council, but we should explore how to collaborate without becoming full member.

Treasurer Report by Jim Sluss: The detailed report was posted on-line; so he summarized the report for attendees. Two items he highlighted were \$15,000 revenue reduction in meetings/conferences due to IEEE change in distribution formula, and change in the expense side. There was an increase in the cost of *Transactions on Education*. Sluss moved and Rob Soukup seconded to endorse the budget subject to other iterations.

Past President Report by D. Litynski: He indicated AdCom elections will occur at the fall meeting. All officer terms are up, and by tradition each is nominated for the next level. The treasurer has six vs. two years before that officer's limits expire. We also have four term-limited AdCom members, subject to corrections later. President Hughes will appoint a nominations committee and we will follow established procedures for bring nominations forward for the fall elections. D. Litynski will confirm nomination deadline to members before the August 1 due date. Litynski mentioned another activity of EdSoc is to reach out and collaborate with other chapters and societies. Litynski went to the 13th Saudi Technical Exchange Meeting where he was keynote speaker. He reported it was an excellent meeting; with a very active chapter in Saudi Arabia. He acknowledged Rob Reilly's role in helping bring the chapter and event to fruition. He also mentioned two other keynoters who joined him at the technical exchange meeting.

Awards Committee Report by Vice President Susan Lord: She mentioned several awards that will be given at FIE 2008, including distinguished member and the Ed Jones Service Awards. The Rigas Award deadline is extended until July 18th; send nominations to S. Lord. She indicated a problem recently with Hewlett Packard not paying registration for the Rigas Award winner. Russ Meier indicated he did not have that problem but it is clear Hewlett Packard is not interested in absorbing that fee. S. Lord has two items for AdCom action: 1) Lord moved we reimburse 2007 Rigas Award winner, and 2) EdSoc cover the cost for future Rigas recipients. Her motion was seconded by Hossein Mousavinezhad. The motion was approved unanimously. Susan then solicited EdSoc volunteers to serve on best paper and best session awards committees. Ed Jones has one candidate and others seeking to serve or with suggestions should get that information to S. Lord.

Chapter Committee Report by Rob Reilly: He provided a brief summary of his detailed report that is posted on the website.

A brief **Distinguished Lectures Program** report summary given by Emundo Tovar. See his on-line submission for details. Edmundo Tovar motioned and Rob Reilly seconded his proposal to administer our lecture series in same manner as most other societies. R. Reilly provided a brief summary of his proposed approach and we encourage attendees to see his written report for details. His motion to provide \$4,000 for startup cost of the DLP was passed unanimously.

Constitution & Bylaws Committee Victor Nelson had no report.

Fellows Committee Report: Hughes provided the report for Dave Conner. We need to appoint two new members to the fellows committee next year (2009). Appointees must be fellows and should come from outside the current regions presently represented. Please pass suggestions to J. Hughes or S. Lord.

Finance Committee Report presented by Rob Soukup, who will be stepping down after the current year. He indicated James Sluss has agreed to serve as treasurer. Soukup indicated who other committee members are and he has candidates list of new members. The Finance Committee meets tomorrow (June 24), for the first time.

Meetings Committee Chair Russ Meier: He gladly accepts Meeting Committee Chairmanship role given him by President Hughes.

1. Saudi Technical Conference that Litynski attended (report given by Edmundo Tovar); IEEE EdSoc received a certificate and crystal-type award in appreciation for our support of the conference.
2. FIE Steering Committee Report by Ted Batchman: He indicated Russ Meier as chair of FIE 2007, had a surplus of \$93,000 that was distributed in thirds to the three sponsoring societies. Batchman thanked and attendees applauded Russ Meier for a job well done. FIE 2009 is coming along well with Jeff Froyd as chair. FIE 2010 is Washington, DC with Larry Richards of the University of Virginia serving as General Chair. Site for FIE 2011 is Rapid City, SD with South Dakota School of Mines as host. This will be 30th year since they hosted FIE. 2012 trying to lock in Orlando, FL. J. Sluss is general chair 2013 in Oklahoma City. FIE has operated for 28 yrs without a formal agreement and so Batchman is moving a formal MOU forward to satisfy IEEE's desire that we formalize an agreement. S. Lord moved and Meier seconded a motion to allow President Hughes to sign the MOU. MOU mostly formalizes financial responsibilities and of course reaps benefits of successful FIE conferences. S. Lord thanked and attendees applauded Batchman's efforts to bring the MOU agreement to fruition.
3. FIE 2007 final report: Meier gave final summary statistics on FIE 2007 outcome, including only 30 out of 443 registrants were no-shows. Meier was pleased ASEE 2007 in Honolulu did not negatively impact FIE 2007 attendance. See his on-line report for details.
4. TAEE08 report: Edmundo Tovar provided summary statistics of conference projections to this point. EdSoc support sought for corporation to operate a booth at the next conference.

Hughes then summarized his charge to R.Meier on goals of the Meetings Committee, which is to formalize and better determine how best to manage meeting proposals and operations. He also discussed briefly technical co-sponsorship agreements and the likelihood that our agreement will need to change to come in line with IEEE guidelines. Hughes and Meier will discuss further candidates to serve on this new Meetings Committee chaired by Meier. Meier moved approval of up to \$3,500 for the remainder of this calendar year as potential travel funds associated with this activity. Funds will not roll over if unused. His motion was seconded by Reilly. Discussion resulted in D. Litynski recommending a friendly amendment to raise that to \$5,000; friendly amendment was accepted and the motion carried unanimously.

Membership Committee report by Hossein Mousavinezhad: He summarized very briefly his Membership Development Report which is available on-line. See the report for details. He indicated his goal is to double membership from current approximate 3,000. He may have funding request for travel at fall meeting.

Publications Committee chair Charles Fleddermann

1. Fleddermann indicated *IEEE Transactions on Education* main change is transition to on-line submission and review. He reiterated the change from 400 to 450 page budget that we now have to work with which should help improve the time to publication that is currently at least a year. The page increase will allow a reduction in number of special issues that have been using to clear up back-logged paper publications. R. Reilly initiated a brief discussion on the need for more outside US associate editors. Further discussion ensued on the total submission to publication time. Fleddermann indicated the IEEE is moving toward a model that gets feedback to authors within 6 months. Reilly and Lord commended Fleddermann on his seamless transition and service to that journal.
2. Reilly on *The Interface*, indicates that publication is in transition and as a result missed the deadline for our January issue. He is working to get *The Interface* back on track. Reilly asked attendees to think about and provide feedback on on-line vs. paper vs. combination of the two. President Hughes indicated IEEE ECE division has formed a committee to look at how best to get *The Interface* to members. Reilly will be one EdSoc member to serve on this committee. Other volunteers should contact President Hughes.
3. MEEMs: Reilly says nothing new, all goes well so far.
4. *Transactions on Learning Technologies*: Susan Lord reported for Matt Ohland. Most information shared during this brief report has to do with start-up, naming of an editor-in-chief, solicitation of additional associate editors, setting of a date for the first issue, etc.
5. News & Notes: Rob Reilly indicates that's going alone fine
6. IEEE RITA 2008 Report: Edmundo Tovar provided very brief summary of his on-line report. See details on-line.
7. Website Update: Rob Reilly indicates website is mature; he's in maintenance mode. About 2000 – 2300 hits per month.

Unfinished Business Hughes

EdSoc restructuring has been on hold; will likely be restarted within the next few weeks.

New Business Hughes

African-Middle East Project Proposal by Hamadou Saliah-Hassane: He summarized briefly his detailed proposal to sponsor a workshop, funding for travel, and helping colleagues to bridge the language barrier with language translation help for papers and other articles. Reilly indicated a \$20,000 IEEE foundation grant supported this effort for the past year but funding is ending. The detailed proposal is available on-line. Reilly requested support for the proposal, that includes a request of \$20,000 to be spent over two years. Discussion ensued on when the funds will be needed and how much. Reilly moved and seconded by Lord for \$10,000 for current calendar year and budgeting \$10,000 for next year. Motioned was approved unanimously.

Hughes discussed an idea for permanent recognition for Bill Sayle; he has two proposal and an idea. He is now putting the ideas on table for later decision. 1) Rename Achievement Award for Sayle (education and technical contributions); 2) Asking FIE to rename Dasher to Dasher-Sayle; and 3) William Sayle Educational Leadership Award. His handout describes this last one as recognition to a long-time member for significant leadership contributions outside of EdSoc. He asked that we give thought to the three. Discussion from Lord indicates we already have too many awards; have difficulty getting nominations now and so she is not in favor of adding another award. Reilly favors renaming one of the current awards. Meier opposes renaming Dasher to Dasher-Sayle. Hughes asked for other suggestions. Ed Jones and Susan Conry offered other suggestions, including an IEEE award sponsored by EdSoc. Hughes asked that we give additional consideration on what to do and share thoughts with him. His goal is to have a specific proposal at fall 2008 AdCom meeting.

Conference Sponsorship Proposal - EDUCON: Hughes indicates proposal is not currently in order due to incorrect format, and is therefore out of order. However, we will discuss the proposal briefly to gauge general interest and act with a correct motion later if needed. There were no objections from attendees to Hughes ruling that the current proposal is out of order. Hughes then turned to Edmundo Tavor for further discussion. Tavor summarized the proposal as detailed in the electronic submission posted on our website. Rob Reilly supports it since it is an opportunity to do good things in Region 8 which includes Europe and Africa. Hughes opened up the proposal discussion to attendees. Meier indicated Region 8 only had very small participation at FIE 2007. Meier's point is we are not currently serving them and so sponsorship of this proposal will allow much greater involvement and support. The current proposal is that IEEE EdSoc will be the only sponsor. Additional discussion ensued, including IEEE deadline for getting in requests. Consensus appeared to support the proposal in principle. Motioned by Litynski to support the proposal in principle with the understanding that the correct documentation will be available in the fall with shifting of the sponsorship year past 2010 as a fall-back position. The motion was seconded by Susan Lord and passed unanimously

The meeting adjourned at 9:00 pm.