

# Minutes of IEEE Education Society Administrative Committee Meeting

Thursday, October 11, 2007  
2:00pm to 4:45pm  
Monarch Ballroom  
Hilton Milwaukee City Center  
Milwaukee, Wisconsin USA

Attendees: A. Pears, C. Fleddermann, D. Litynski, D. Kerns, D. Irvin, E. Tovar, E. Lickl, E. Gonzalez, H. Mousavinezhad, J. Steger, J. Sluss, J. Linderlaub, J. Hughes, M. Llamas, M. Dautch, M. Ohland, M. Ciampi, M. Piket-May, O. Ban, R. Reilly, R. Soukup, R. Meiers, S. Kerns, S. Conry, S. Lord, T. Batchman, T. Mitchell, T. Clausen, V. Nelson, V. Schutz, M. Rowland.

Meeting was called to order at 2:05 pm by President Joseph Hughes. He welcomed attendees, then asked that each attendee identify her/himself and indicate AdCom affiliation.

President Hughes then indicated that a guest from IEEE Press would be joining us shortly, and that we would give her priority over published agenda.

After brief discussion, agenda for the meeting was approved. We then reviewed, made minor corrections to and approved AdCom minutes from the meeting held at ASEE 2007 in Honolulu, HI.

The IEEE press representative (**add her actual name here**) introduced herself and gave brief summary of functions of IEEE Press, including documents that are available here at the conference. She also explained sponsorship procedures for publishing authors' texts and other literature. Books are published in conjunction with John Wiley and Sons. She left copies of flyer and her business card with the AdCom. Hughes indicated AdCom's intent to take better advantage of IEEE Press, and that Rob Reilly as webmaster, would include a link to IEEE press off our AdCom website.

Hughes spoke briefly about the published agenda for the current meeting, indicating we have a hard end-of-meeting completion time due to tour/dinner commitments of several attendees. There being no adjustments made to the agenda, Susan Conry moved and Matt Rowland seconded agenda approval.

After a brief period of review, the AdCom minutes from meeting at ASEE 2007 were move for approval by Victor Nelson and seconded by Matt Ohland, subject to minor typographical corrections.

President Hughes updated attendees on the *IEEE Transactions of Learning Technologies*. Discussion ensued on procedures for appointment of responsible persons. He indicated that these procedures is a later agenda item discussion. Hughes then explained key responsibilities of the new editor-in-chief.

Treasurer report was presented by Jim Sluss, including update that the draft budget for 2008 was presented at June 2007 meeting, and has been approved by TAB.

Awards Committee report was given by Susan Lord. She indicated most of the awards presentation times are included in the program. She mentioned a few key awards and recipients, and indicated a detailed accounting will appear in upcoming issue of *IEEE Transactions on Education*. Rob Reilly asked if awards deadlines were still OK to allow adequate time for processing. Lord acknowledged the deadlines are fine.

Chapters Committee report was presented by chair Rob Reilly. Since Reilly submitted a detailed, thorough report, in the interest of time, President Hughes asked that he specifically update the Adcom on our China initiative. Reilly presented more details on trips and activities in China, and shared that the initiative is going very well. He indicated the budget of \$12,521.27 for the current year should be quite adequate for the initiative since colleagues in China are providing generous support and resources. Reilly is asking for \$16,000 for 2008 budget as detailed in his report. Committee applauded the fact that we now have 74 chapters and they are all active. See Reilly's detailed chapters report for additional details and results.

Rob Reilly moved and Russ Meier seconded the motion to accept his 2008 budget request for \$16,000. Dave Kerns asked question related to the existence of data tracking membership and chapters committee activity. Kerns also asked about possible collaboration of membership and chapters committees to achieve even more efficient use of resources and time. Discussion ensued with Rob Reilly and President Hughes providing additional information and clarification. Motion on Reilly's budget was passed unanimously.

Constitution and Bylaws Committee discussion was begun by President Hughes. Hughes stated these changes are driven primarily by IEEE, with specific deadlines associated with a total of six items that are marked up in the draft document. Hughes also indicated we must act on the must-have items. We will take amendments at this meeting with the actual vote occurring via e-mail (See "Action Item" note on approved meeting agenda). Vick Nelson (Constitution and Bylaws Committee chair), summarized the five must haves that require action by IEEE. Discussion occurred with respect to handling of petitions, meaning of electronic signature (Reilly asked, Hughes & Litynski responded); election of officers (Litynski inquiry). President Hughes provided additional specifics with respect to election of officers and the proposed bylaw changes. The draft will be adjusted as needed prior to e-mail vote. Refer to draft document for additional information. President Hughes will take as action item the need to have our annual \$20 fee included in the bylaws.

Motion to approve proposed wording adding friendly amendment to include at large election of members was made by President Hughes and seconded by Victor Nelson.

AdCom decided to go through, discuss and alter where appropriate, the remaining portion of proposed bylaws changes rather than leave for later action. Items not readily resolvable will be taken as committee action items. After some discussion on remaining portion of proposed bylaws changes, and realizing resolution/agreement was not apparent, Susan Lord made motion to table discussions with second by David Kerns. The motion carried without objections so the discussion on proposed bylaws changes ceased.

President Hughes provided the Fellows Committee report for chair Dave Soldan. Hughes reported that IEEE meets in November to vote on the Fellows class of 2008. Chair Soldan has asked to step down but continue as a member of committee; Dave Connor agreed to serve as chair. Hughes received approval from AdCom to make these changes to Fellows Committee leadership. Hughes lead discussion on challenges of elevating to fellows grade, education-oriented IEEE members, and indicated a desire and plans to further explore ways to improve the success of nominees in this group.

Meetings Committee chair is presently vacant, so those having information shared it with attendees. Russ Meier provided brief update of FIE 2007, including 645 plus confirmed registrations. Ted Batchman gave a report on FIE Steering committee retreat agenda items, including need for signed memorandum of understanding between IEEE and ASEE. Susan Lord provided an update report on FIE 2006. All checks have been sent to societies. Although nothing official has been received back for IEEE, she assumes it has been closed out. Lord also shared names of co-chairs for FIE 2008 (Mitchell and Ohland). President Hughes asked for volunteer to serve as co-chair for FIE 2009, with no immediate response from attendees.

TAAE 2008 report has been submitted for members review. See detail report available on website.

A summary of the Membership Committee report was presented by chair Hossein Mousavinezhad. See full report for additional details. He also reported on which members are award nominees, and provided brief information on planned ECEDHA workshops.

Publications Committee report discussions were led by President Hughes. Bill Sayles indicated in the last issue of *The Interface* that he is stepping down as editor after the current issue. A new editor needs to be appointed quickly, with interim editor option a viable solution that allows AdCom to meet IEEE contract commitment. Rob Reilly agreed to serve as interim editor; members will give thought to appropriateness of continuing *The Interface* in its current form given greater use of electronic communications.

Susan Conry made motion seconded by Susan Lord that an appropriate letter or similar recognition be sent to Bill Sayles for his superb service to AdCom. Hughes will take the lead on preparing correspondence on behalf of AdCom. The motion was unanimously approved.

Publications Committee chair Charles Fleddermann provided an update on the *IEEE Transactions on Education*. His verbal report was a summarization of the detailed report available on AdCom web site.

President Hughes provided update on status of the *IEEE Transactions on Learning Technologies*, and identified members (Ohland, Tovar, Nistal), as three of the two volunteers needed to serve as steering committee members for this new Transaction.

President Hughes asked that attendees read other reports submitted but not discussed during the meeting.

**Unfinished Business:**

President Hughes reminded attendees to participate in the 50<sup>th</sup> anniversary celebration event tomorrow night, October 12<sup>th</sup>, hosted by FIE 2007. Hughes moved and Nelson seconded motion to roll over funds approved for 50<sup>th</sup> anniversary. The motion was approved unanimously.

Nominating Committee chair Dan Litynski discussed nominated slate for officers. Committee will conduct elections in closed session.

AdCom then adjourned to enter closed session for elections.

Upon return from closed session, the following members were elected to serve on the IEEE Education Society Administrative Committee, with terms expiring 2010: M. Castro, M. Ohland, R. Reilly, and H. Saliah-Hassane. The current AdCom Secretary, Vice President and President were elected to serve a second one-year term. Following formal acknowledgements and congratulations of newly elected officers, the AdCom meeting adjourned at 4:45 pm.

Minutes submitted by AdCom Secretary Tony L. Mitchell