

**IEEE Education Society
Administrative Committee Meeting
San Diego, CA USA
Saturday, 28 October, 2006**

Draft Minutes

Submitted by John A. Orr, Secretary

Attendance Daniel Litynski (president), Ted Batchman, Manuel Castro, Melany M. Ciampi, Trond Clausen, David Conner, Susan Conry, Joe Hughes (VP), David Irwin, Fanny Kleft, Haniph Latchman, Susan Lord, Russ Meier, Tony Mitchell, Victor Nelson, John Orr (secretary), Rob Reilly, Hamadou Saliyah-Hassane, Victor Schutz, Rod Soukup, Jim Sluss (treasurer).

The meeting was called to order at 9:03 a.m. by chair Dan Litynski.

The agenda as published was moved and adopted.

All attendees introduced themselves.

Minutes were adopted as published.

Treasurer's report, James Sluss. An abbreviated version was distributed at the meeting. The full version had been previously distributed. The net worth is approximately \$700,000. The forecast is positive for the year, with a net of approximately \$58,000. This is slightly down from budgeted net. The IEEE redistribution algorithm and its negative impact on society budgets was brought up. The algorithm has not changed but has not significantly impacted net worth as yet. Work on revision of the algorithm is underway at IEEE, with the latest developments to be reported at the upcoming IEEE board series meeting in New Orleans. **The Treasurer's Report was approved.**

Awards report, Joseph Hughes. The awards are on the web site, to be presented at the awards luncheon on Oct. 29. Regarding the Jacob Millman award, there has been no determination on whether McGraw-Hill will continue to support the award. If McGraw-Hill declines to continue, a possibility is to find a new sponsor or for Ed Soc to take over the award and reduce the benefits (such as travel to the conference). A discussion on the FIE Awards banquet/lunch format was held. FIE 07 is considering holding the awards at the opening reception. It was concluded that the results of the awards event at FIE 06 should be considered for FIE 07 and beyond. **For FIE 07 it was moved that the Ad Com recommends that the awards be presented at a banquet other than on the last night (Friday night). It was moved that Joe continue to pursue sponsorship of the Millman award, switching to a different publisher if necessary. The motion passed.**

Chapters report, Rob Reilly. A report was provided in advance. Currently there are 64 chapters. The latest chapter is in India, with 10 sections. One chapter will be formed in the Gulf region, with multiple sections. An important initiative is to identify chapter leaders and specific chapter activities. The distinction between the Educational Activities Board/Department and the Education Society was briefly discussed. The procedures for starting a chapter in China were discussed, as were several other initiatives.

Constitution and Bylaws A new chair of the Constitution and Bylaws committee is needed. **Victor Nelson was appointed. Rob moved that the name of the Chapters Committee be**

changed to the Chapters and Regional Activities Committee. Seconded. Posting is needed prior to adoption, but the sense of the committee is that this should be pursued. **It was moved to table to permit the bylaw change procedures to be followed. This was approved.** Rob explained that this will increase understanding of the range of activities by others in IEEE. The change will be posted and approved in accordance with formal procedures.

Fellows Committee No formal report. It was suggested that the Ed Soc may wish to identify new Fellows who are Education Society members and recognize them at FIE.

Meetings, Susan Lord reported for FIE 06. Twelve workshops are being held on Oct. 28. Approximately 380 papers will be presented and the budget appears positive at this point. Six engineering education students are assisting with the conference. Russ Meier reported for FIE 07. All contracts are in place. The opening reception will be held at the Milwaukee aquarium. A significant surplus is projected. Russ and Susan reported briefly for FIE 08, hosted by Union College, and FIE 09 in San Antonio, hosted by Texas A&M. Proposals for FIE 10 are being considered. Manuel Castro presented the final report for ICECE 2005 and thanked David Conner for the paper reviews. Melany Ciampi presented the report for ICECE 2007 in Brazil. Approximately 400 abstracts are currently being reviewed. Approval for technical cooperation by IEEE was requested, involving no financial commitment by IEEE. **This motion was approved. Manuel Castro presented the final report for TAEE 2006.** This report was previously submitted. **Tony Mitchell was selected as Program Committee chair for FIE 08.**

Membership Committee, report presented by Rob Reilly. For this year the Ed Soc is up slightly more than four percent, currently at 3221 members. Many IEEE societies are down in membership. A discussion was held regarding promotion of membership renewals.

Nominations Committee Ted Batchman reported that the candidate list was distributed prior to the meeting.

Publications Committee David Conner reported for the committee. The report was previously submitted. As previously reported, submissions are down because of lack of compliance with the current paper selection criteria that look for scholarly research in engineering education. David is looking forward to the appointment of a new editor. **Bill Sayle reported via email for the Interface. Rob Reilly reported for New and Notes.** This is going well and is now bimonthly. **Manuel Castro reported for RITA.** This electronic journal is operational, with substantial interest from the Spanish community, and somewhat less for the Portuguese language, probably because most Portuguese speakers also speak Spanish. Official approval by IEEE as an on-line journal is still pending. Rob will provide information on the specific procedures for approval to Manuel. **Trond reported for MEEM,** the student publication. Students from many countries took on the responsibilities, and three issues have been published. Now some help is needed, particularly with contributions, to assist with the continuation of the publication.

Web Site Rob reported for the committee. The number of hits continues to rise, with 3000 to date in October. Rob discussed the RSS feed which is active. Topics including ethics in engineering education and teaching pedagogy for on-line seminars are being pursued.

New Business Ad Com travel funding will be discussed during the planning session (secretary's note: this discussion did not occur). Rob commented on the lack of an official Ed Soc logo. Use of the IEEE logo provides no recognition for the Education Society. Joe Hughes noted that

Oct 10, 2007 is the 50th anniversary of the Education Society, and also the opening day of FIE 07. **Joe moved that the next president be authorized to plan activities for the fiftieth anniversary of the Education Society, including at FIE 07 (which should be the major anniversary event), as well as the development of a logo. Seconded.** Joe suggested that a logo design contest could be a good activity. David Conner suggested that an IEEE president should be present at FIE. The August Transactions issue would be appropriate for advertisement. **Motion passed.**

Motion to move to Executive Session for Elections Motion passed

Nominations from the Nominating Committee:

President: Joe Hughes

VP: Susan Lord, Rod Soukup

Secretary: Haniph Latchman, Tony Mitchell, Rob Reilly

Treasurer: James Sluss

Results of Elections:

President: no further nominations; **Joe Hughes was elected**

Vice President: no further nominations; **Susan Lord was elected**

Secretary: no further nominations; **Tony Mitchell was elected**

Treasurer: no further nominations; **James Sluss was elected**

Four individuals have terms expiring. Three are eligible for re-election.

Nominations from the floor for terms expiring in 2009: **Rod Soukup, Edmond Tovar, Matthew Ohland, Jean-Pierre Steger.** A pool of 7 candidates now exists for the 4 positions (the above plus Conry, Latchman, Zurada). **Conry, Latchman, Tovar, Soukup were elected.**

Also, as of Jan. 1 when Susan Lord becomes VP, there will be an unexpired term for which a new person must be appointed. **Matthew Ohland was appointed to fill Susan Lord's unexpired** term that begins Jan. 1.

Motion to end Executive Session. Passed.

Recess for lunch. Passed.

Recess continued for strategic planning (See separate Notes from Planning Meeting).

Reconvened after recess

Motion to take the following actions:

That a publications study committee be formed with Ted Batchman and the new editor in chief as chairs and that the committee be directed to report back to the Ad Com on the issues raised.

That the Meetings committee consider the issues raised with respect to conferences, and report back.

That Vic Nelson and Joe Hughes be tasked to study the issues relative to structure, administration, and technical committees and report back.

That the next president be charged with conducting an appropriate meeting in some format (in person or electronic) no later than March, 2007 to receive the reports of the above groups, to address progress on the strategic plan, and to determine actions to be taken before the June meeting.

Seconded and passed.

Meeting adjourned at 5:09 pm.