

**IEEE EDUCATION SOCIETY VICE PRESIDENT OF CONFERENCES
REPORT TO THE BOARD OF GOVERNORS**

DR. RUSS MEIER

This report covers activity from June 2015 to October 2015

1. MEETINGS

IEEE EDSOC BOARD OF GOVERNORS MEETING

June 2015

I attended the Society Board of Governors meeting during the 2015 ASEE National Conference and Exhibition in Seattle, Washington, USA. Due to an aggressive meeting agenda, I only gave a very brief report describing the state of technically and financially sponsored conferences, as well as conferences that have proposed sponsorship. The minutes of the meeting contain a copy of the report.

ASEE/IEEE FRONTIERS IN EDUCATION CONFERENCE STEERING COMMITTEE MEETING

June 2015

I attended the FIE Steering Committee meeting during the 2015 ASEE National Conference and Exhibition in Seattle, Washington, USA as an appointed Society representative. The IEEE Education Society Vice President of Conferences is always one of the Society representatives.

During the open session, the committee heard updates on the 2014 – 2017 conferences. FIE 2014 was in the middle of the conference audit and financial closing. No surplus was projected as expenses and revenue are near the break even point. Conference planning for FIE2015 in El Paso remains on-track for a successful event. Information on abstract count, paper count, etc. is provided in a separate section of this report. Similarly, planning for FIE2016 in Erie, Pennsylvania continues to progress. A proposal to host FIE 2018 in San Jose, California is expected by the October FIE Steering Committee meeting series.

During the closed executive session, the committee continued to discuss policy and procedure documents, the abstract and full paper review criteria, and the categories and lengths of papers, the performance of our contracted service providers, the status of contracted service provider RFP timelines, the website content, the FIE website repository, and brainstormed topics for discussion during the longer meeting series to be held at FIE2015.

IEEE GLOBAL ENGINEERING EDUCATION CONFERENCE (EDUCON) STEERING COMMITTEE MEETING

June 2015

An EDUCON Steering Committee meeting was held during the ASEE National Conference and Exhibition in Seattle, Washington. I am a member of the committee as mandated in the Memorandum of Understanding between the IEEE Education Society and the EDUCON conference series. The committee heard a status update on the financial closure of EDUCON2015. A surplus is expected after final VAT payments but was not reported at that time. The committee also continued planning EDUCON2016 in Abu Dhabi, UAE, EDUCON2017 in Athens, Greece. And, part of the meeting was spent evaluating and brainstorming potential locations that have made initial contact with the committee including Belfast, Ireland and the Canary Islands.

2. FINANCIALLY SPONSORED CONFERENCE UPDATES SINCE JUNE 2014

ASEE/IEEE FRONTIERS IN EDUCATION CONFERENCE (FIE)

October 2014

<http://fie-conference.org>

FIE is the Society's oldest conference and is highly respected in the community of engineering and computer science education professionals. The research and practice literature generated by FIE is

regularly cited in scholarly work and inspired a well-regarded textbook in engineering education written by John Heywood and published by IEEE press at the turn of the century. A full summary including paper statistics, registration, and other conference information was provided in the report to the June 2015 Board of Governor's meeting. Through the summer, IEEE completed the audit of FIE2014, and an outside auditing agency completed the audit of the contracted logistics service provider, KU Professional and Continuing Education. The final VAT tax bill has been submitted and will be paid by KUPCE shortly. After that, final revenue return checks will be cut to the sponsoring societies. The fluctuation in currency values through the summer has result in a higher revenue return than predicted and reported in June 15. The estimated financial result is a surplus return of \$10,100.

[SURPLUS: US\$10,100]

IEEE INTERNATIONAL CONFERENCE ON TEACHING, ASSESSMENT, AND LEARNING IN ENGINEERING (TALE)

December 2014

<http://tale-conference.org>

Attended as VP Conferences: Yes

The TALE conference was held in Wellington, New Zealand, December 8-10, 2014. The host university put on a fantastic event at the Te Papa Tongarewa National Museum of New Zealand. This is the newest Society financially sponsored conference. It is held annually in IEEE Region 10 and this was the third edition and completed the first rotation around IEEE Region 10. A full summary including paper statistics, registration, and other conference information was provided in the report to the June 2015 Board of Governor's meeting.

TALE went through the IEEE audit process this summer and IEEE accepted the financial results. The financial result is a surplus return of \$5388.

[SURPLUS: US\$5,388]

IEEE GLOBAL ENGINEERING EDUCATION CONFERENCE (EDUCON)

March 2015

<http://educon-conference.org>

The sixth annual EDUCON conference was held in the spectacular UNESCO World Heritage City of Tallin, Estonia from March 18 - 20, 2015. I served as an IEEE VIP guest at the closing ceremonies, moderated a keynote, coordinated the awards selection committee, ran the awards presentation, and networked with many old friends while meeting new friends. The conference was hosted by Tiia Rüttnann and the Tallin University of Technology. A full summary including paper statistics, registration, and other conference information was provided in the report to the June 2015 Board of Governor's meeting.

EDUCON went through the IEEE audit process this summer and IEEE accepted the financial results. The financial result is a surplus return of \$6987.

[SURPLUS: US\$6,987]

SUMMARY

I consider the financial conference fiscal year to be October 1 - September 30 of each year. This past year, IEEE Education Society conferences returned a surplus of \$22,475. This revenue stream is the direct result of implementing the conferences objectives of Strategic Plan 2010. The Society now has a financially sponsored conference in nearly every IEEE Region (FIE - Regions 1-6, EDUCON - Region 8, TALE - Region 10). The next step in implementing Strategic Plan 2010 is working toward a financially sponsored event in Region 9.

3. EMAIL CORRESPONDENCE

I reply to or initiate tens of email threads every day on behalf of the Society. The paperwork load for an IEEE conference is immense. I write MOUs with organizers, I create Conference Informations Schedules on behalf of the Society, I review budgets for conferences, I work with technical program committees to understand IEEE rules and regulations, and so on. A typical workload for me varies by time of year but averages 60 to 100 emails per week between conference organizers, steering committees, people requesting information, IEEE headquarters employees, and IEEE Education Society volunteers. Table 1 is a summary of my email for the four Society sponsored conferences and general IEEE related business over the past month. These are emails that had action items that I had to review and complete. It does not include the emails that I can simply delete without reply.

TABLE 1: SUMMARY OF V.P. CONFERENCES PAST MONTH EMAIL TRAFFIC

| CONFERENCE | EMAIL TRAFFIC SEP 22, 2015 - OCT 22, 2015 |
|---------------------------------|---|
| TALE | 15 |
| FIE | 60 |
| EDUCON | 45 |
| ETHICS | 10 |
| GENERAL IEEE CONFERENCE RELATED | 80 |
| TOTAL | 210 |
| DAYS | 30 |
| AVERAGE / DAY | 7 |
| AVERAGE / BUSINESS WEEK | $210 / 4 = 52.5 = 53.$ |

4. OTHER BUSINESS

- I continue to work on securing long-term corporate sponsorship for the Society's financially sponsored events. I am marketing all three as a bundled option. MathWorks, and Cypress Semiconductor have both verbally committed their support as reported in June, but memorandums of understanding have not been written. I am in mid-stage negotiations with Diligent, ARM, and ABET. These bundles vary in price from \$5000 to \$30,000 at different corporate sponsorship levels.
- I continue to monitor the Memorandum of Understanding that I wrote with the IEEE Computer Society that secured US\$10,000 each year for the IEEE TALE budget. This cooperative sponsorship agreement allows IEEE CS to appoint a program chair to manage a Special Track on Computing Education, bid competitively for logistics and publications services, and allows the conference to pay for travel for their assigned VIP (usually a past president of the CS).
- In June, I included information in my report on the \$1000 IEEE TAB "tax" applied to every technically co-sponsored conference beginning in 2016. I noted that I would work with members of the executive committee to formulate policy. Policy discussion occurred and the official position of the Society is that conferences requesting technical co-sponsorship must include a budget line-item for the IEEE Education Society Technical Co-Sponsorship Fee of \$1000. Long-term conferences such as TALE and REV have already made this adjustment. I continue to work at smoothing relationships because of this IEEE TAB decision. I fear that the damage to the relationship with some of our Sister Societies and friends may be significant in some case.
- In June, I wrote a \$4000 New Initiatives Grant Proposal to the Finance Committee to fund a complete redesign and deployment of the FIE Conference Clearinghouse website (<http://www.fie-conference.org>). The grant was funded and the redesign is underway. It will not be completed and live at that address during our October 2015 Board of Governors Meeting but I will show the progress if our contracted service provider is ready for at least a first public glimpse of the new site. This is a major step forward for FIE as we transition a 1990s flat HTML based design in to the modern web tools and practices of the 21st century. A copy of the proposal is included as an attachment to this report.
- I completed the Conferences section of the Society Review Document at the request of the Society President. My total contribution to the Society Review Document is 14 pages of text.

5. ONGOING TECHNICAL AND FINANCIAL COSPONSORSHIPS

Table 2 summarizes the status of all conferences requesting Education Society sponsorship in the years 2012 through 2016. Most of the conferences are active in the IEEE system. A few still have concerns that are being addressed by the organizers before IEEE grants approval.

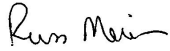
TABLE 2: IEEE EDUCATION SOCIETY CONFERENCE STATUS 2013-2017

| CONFERENCE | DATES | LOCATION | TYPE | % | APPROVED | SURPLUS/LOSS |
|---------------|----------------|-------------------------|-----------|-----|----------|------------------|
| REV | February 2013 | Sydney, Australia | Technical | 0 | Yes | |
| ICECE | March 2013 | Luanda, Angola | Technical | 0 | Yes | |
| IEDEC | March 2013 | Santa Clara, CA | Technical | 0 | Yes | |
| ISEC | March 2013 | Princeton, NJ | Technical | 0 | Yes | |
| IEEE EDUCON | April 2013 | Berlin, Germany | Financial | 70 | Yes | \$0 - break even |
| IEEE TALE | August 2013 | Bali, Indonesia | Financial | 80 | Yes | \$8187 |
| exp.at | September 2013 | Coimbra, Portugal | Technical | 0 | Yes | |
| ICL | September 2013 | Kazan, Russia | Technical | 0 | Yes | |
| ITHET | October 2013 | Antalya, Turkey | Technical | 0 | Yes | |
| IEEE/ASEE FIE | October 2013 | Oklahoma City, OK | Financial | 30 | Yes | \$4278 |
| WCCE | October 2013 | Beirut, Lebanon | Technical | 0 | No | |
| ICELIE | November 2013 | Vienna, Austria | Technical | 0 | Yes | |
| MITE | December 2013 | Jaipur, India | Financial | 100 | Yes | \$1617 |
| REV | February 2014 | Porto, Portugal | Technical | 0 | Yes | |
| IEDEC | March 2014 | Santa Clara, CA | Technical | 0 | Yes | |
| ISEC | March 2014 | Princeton, NJ | Technical | 0 | Yes | |
| EDUCON | April 2014 | Istanbul, Turkey | Financial | 70 | Yes | \$11200 |
| ETHICS | May 2014 | Chicago, IL | Financial | 20 | Yes | \$6730 |
| NGNS | May 2014 | Casablanca, Morocco | Technical | 0 | Yes | |
| ITHET | September 2014 | York, England | Technical | 0 | Yes | |
| FIE | October 2014 | Madrid, Spain | Financial | 33 | Yes | \$10,100 |
| IMCL | November 2014 | Thessaloniki, Greece | Technical | 0 | Yes | |
| SIIE | November 2014 | La Rioja, Spain | Technical | 0 | Yes | |
| TALE | December 2014 | Wellington, New Zealand | Financial | 80 | Yes | \$5388 |
| MITE | December 2014 | Patiala, India | Financial | 100 | Yes | \$0 - break even |
| REV | February 2015 | Bangkok, Thailand | Technical | 0 | Yes | |
| EDUCON | March 2015 | Tallin, Estonia | Financial | 70 | Yes | \$6987 |
| ISEC | March 2015 | Princeton, NJ | Technical | 0 | Yes | |
| EXPAT | June 2015 | Ponta Delgada, Portugal | Technical | 0 | Yes | |
| ITHET | June 2015 | Lisbon, Portugal | Technical | 0 | Yes | |
| ICL | September 2015 | Florence, Italy | Technical | 0 | Yes | |
| FIE | October 2015 | El Paso, Texas | Financial | 33 | Yes | |
| MITE | October 2015 | Amritsar, India | Financial | 100 | Yes | |
| SIIE | November 2015 | Setúbal, Portugal | Technical | 0 | Yes | |
| TALE | December 2015 | Zhuhai, China | Financial | 70 | Yes | |
| ISEC | March 2016 | Princeton, NJ | Technical | 0 | Yes | |
| EDUCON | April 2016 | Abu Dhabi | Financial | 70 | Yes | |
| ETHICS | May 2016 | Vancouver, Canada | Financial | 18 | Yes | |
| FIE | October 2016 | Eerie, Pennsylvania | Financial | 33 | Yes | |
| TALE | December 2016 | Thailand/Singapore | Financial | 80 | Yes | |
| FIE | October 2017 | Indianapolis, Indiana | Financial | 33 | Yes | |
| Total Revenue | | | | | | \$61527 |

6. ACTION ITEMS FOR OCTOBER 2015 ADMINISTRATIVE COMMITTEE MEETING

I am not bringing any motions for approval to the October 2015 AdCom Meeting.

Respectively Submitted,



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