IEEE Education Society's Administrative Committee Meeting Minutes

21 June 2010, Louisville, Kentucky USA
ASEE Annual Conference
6:30pm – 9:00pm
Room 105, Kentucky Convention Center

Prepared by Russ Meier & Rob Reilly, Secretary

In <u>attendance</u>:

Susan Lord (President),
Rob Reilly (Secretary, Chair Chapters),
Baja Jassemnejad,
Dan Litynski (Senior Past President),
Leonard Bohmann,
Lance Perez (AdCom, Chair Finance),
Satinderpaul Devgan,
Dennis Silage,
Dale Buechler,
Manuel Castro (AdCom),
Martin Llamas (AdCom, Chair Publications),
Russ Meier (AdCom, Chair Meetings),
Edmundo Tovar (AdCom),
Lynne Slivosky (AdCom),
Chuck Hickman (Director, IEEE EAB University Programs),
Matthew Ohland (AdCom),
Cordelia Brown (AdCom),
Ingrid St. Omer,
Hamadou Saliah-Hasane (AdCom),
Chuck Fleddermann (Editor in Chief, IEEE Transactions on Education),
Hossein Mousavinezhad (AdCom, Chair Membership),
Vic Nelson (AdCom, Chair Constitution and ByLaws),
Mani Mina,
Edwin Jones (Past President EdSoc),
Chris Greene,
Victor Schutz (Past President EdSoc),
Ted Batchman,
Melany Ciampi (AdCom),
Claudio da Rocha Brito (AdCom),
Mark Montrose (Director, IEEE Division IV)

1. Welcome and Introductions
    a. Susan Lord began the meeting promptly at 6:30 p.m.
    b. Susan Lord welcomed the group.
    c. Introductions
2. Approval of Agenda
    a. Motion Meier
    b. Seconded Slivovsky
    c. Motion Carries
3. Approval of Minutes from San Antonio AdCom Meeting
    a. Edmundo Tovar Caro has a correction to the last minutes. He will give to Rob Reilly.
    b. Motion Meier
    c. Second Reilly
    d. Motion passes
4. Reports on Business Transacted other than at AdCom Meeting
    a. Welcoming Remarks – Mark Montrose, IEEE Division IV Director
        i. Thanks the Society for the opportunity to attend this conference and AdCom meeting.
        ii. He lists the areas of responsibility that he manages and visits.
        iii. New IEEE tagline: Advancing Technology to Benefit Humanity
        iv. Current Issues for IEEE: open access, merger between IEEE and Eta Kappa Nu, smart grid, cloud computing, humanitarian efforts, science fairs and other K-12 initiatives
    b. IEEE TAB Meetings – Susan Lord
        i. The new Society Field of Interest statement was approved at November TAB.
        ii. IEEE has requested information about our changed Field of Interest so that they can update all materials.
    c. Letter of Welcome – Susan Lord
        i. Susan Lord will work on a Welcome letter in English.
        ii. Martin Llamas-Nistal will translate to Spanish.
        iii. Oliver Ban will translate to Chinese.
        iv. Melany Ciampi and Claudio Brito will translate to Portuguese.
        v. Vic Shultz will translate to German.
        vi. Hamadou will translate to French.
    d. Publication's Review – Susan Lord
        i. Reviewed in Atlanta at February TAB
        ii. Outcomes will be discussed in Publications Report.
        iii. Staff asked about our use of social media and asked for volunteers.
        iv. Lynn Slivovsky volunteered to serve on the IEEE social media committee for the Society.
        v. Transaction on Learning Technology will be reviewed at the June TAB meeting next week.
    e. All Society Review

    i. The Education Society is being reviewed in November.
    ii. We must submit a self-study by September 17, 2010.
    iii. Team leads must give information to Susan Lord by August 15, 2010.
    iv. Susan Lord shows a list of assignments and asks for voluteers to complete the teams.
    v. Susan Lord will send the completed assignments after she finishes them.
    vi. Susan Lord requests AdCom Members update their list of IEEE activities outside of the EdSoc by a sign-up sheet at this meeting or a detailed email to her.

5. Report of Communications – Susan Lord
    a. No Report

6. Treasurer's Reports – Lance Perez for Jim Sluss
    a. Report has been submitted to the committee.
    b. Net worth is $817,000 currently
    c. Deficit for 2011 budget is $74,000. Source of deficit is our attempt to clear a backlog of Transactions papers. Page count was increased and that has resulted in the deficit. The current plan for the next budget is also a deficit. The plan is to use reserves to clear the backlog and has been submitted to IEEE.
    d. There is really only one mechanism to increase revenue directly: increase dues. Jim Sluss is looking at the affect of an increase by $5 to see if it is sufficient to cover the deficit.
    e. Jim Sluss is working with our Publications staff to investigate a move to electronic publications only as a mechanism to reduce cost.
    f. Mark Montrose notes that electronic copy requires that you give the member the option of opting out of receiving the paper copy. You still have to have paper for archival storage in libraries. He suggests unbundling publications from our current fees. Then you can adjust the rates based on paper or electronic copy.

7. Awards Committee – Tony Mitchell
    a. Tony Mitchell is not here due to a plane cancelation.
    b. June 15th was the deadline for award nominations.
    c. Renaming of the Achievement Award
        i. We have talked about renaming the award to honor Bill Sayle.
        ii. We sought the approval of Mrs. Sayle. She agreed. Reilly reports that Joe Hughes will secure written approval from Mrs. Sayle.
        iii. The next step is a proposal to TAB.
        iv. Motion by Reilly to rename the Achievement Award to William E. Sayle II Achievement Award
        v. Second Ohland
        vi. Motion passes

8. Chapters and Geographical Activities Committee -- Rob Reilly
    a. Report has been submitted for committee review.

b. Currently have 78 chapters and they seem to be doing fine.
c. Chapters committee is managing the chapters well.
d. First student chapter in Tunisia has been formed.
e. Morocco student chapter is in preliminary stages.
f. Reilly notes that chapters and section purposes and roles need to be defined.

9. Constitution and Bylaws Committee – Vic Nelson
   a. Last round of changes were approved by TAB.
   b. Bylaws change proposed by Reilly: establish a Standards Committee
      i. This came from conversations within the Society.
      ii. If approved Standards Committee would become a Standing Committee of the EdSoc.
      iii. IEEE was consulted. IEEE Standards Board outlined process to form an EdSoc Standards Committee, which will interface with IEEE Standards Board.
      iv. Bylaws change is required.
      v. Hamadou Saliah-Hassane outlined the intent for the Standards Committee. Discussion questions include a clarification of the initial discussion. "Learning objects" were the topic of the initial discussion.
      vi. Motion Reilly
      vii. Second Castro
      viii. Motion carries unanimously.
   c. Bylaw 10 – Technical Committees
      i. Vic Nelson reads the definition of technical committees from our Bylaws.
         1. Technical committees were established as technical areas in the Transactions in Education. Committees never materialized and seem to not be the intent for technical committees
      ii. The question is whether the definition is still applicable.
      iii. This will need to be reviewed and potentially modified or changed.

10. Distinguished Lecture Program – Edmundo Tovar
    a. Database currently stands at 33 experts.
    b. Fifty-six topics available.
    c. First presentations were in Cairo, Egypt and Porto, Portugal this last year.
    d. Call to Chapters Chair for applications for funding a distinguished lecture visit was sent. Two applicants so far: Spanish Chapter and Malaysia Chapter.
    e. Suggests that they will begin working with the experts to map their yearly travels to potential opportunities.
    f. They are working with the experts to try to ensure open access to presentations, on-line presentations, etc.

g. Mark Montrose notes that IEEE is establishing a global distinguished lecture program and is asking all societies to submit their distinguished lecture speakers to them.

11. Fellows Review Committee - David Conner given by Rob Reilly
    a. Report has been submitted to the committee for review.
    b. Fellow applications and recommendations have been processed.
    c. Note that Fellows Committee is a review committee and does not and cannot become involved with individual nominations.

12. Finance Committee
    a. There are three pending requests for funding.
    b. The committee will complete the reviews and report the results to the AdCom.
    c. Lance Perez notes that there needs to be a deadline in place for submitting new funding requests.

13. Meetings Committee
    a. Details are summarized in the version submitted to the AdCom agenda. I added new information during the meeting based on the FIE steering committee meeting held at this ASEE.
        i. FIE2009 had a $4400 surplus to be divided evenly between the three sponsors.
        ii. FIE2010 projects a loss based on the high cost of Washington, D.C.
        iii. FIE2011 in Rapid City is proceeding well. Hotel contract under negotiation.
        iv. FIE2012 in Seattle is proceeding well. Hotel rate is $169 and the contract is ready for signature.
        v. FIE2014 bid from Madrid. Edmundo Tovar-Caro and Manuel Castro presented the bid. The steering committee debated the bid and decided that FIE will leave the United States for Madrid in 2014.
        vi. The Steering Committee awarded the logistics contract for 2012 to KUCE.
    b. Manuel Castro reported on EDUCON. EDUCON was an outstanding conference and hugely successful. Please see the reports submitted to the AdCom agenda. Russ Meier thanked Manuel and Edmundo Tovar-Caro for their excellent work.
    c. Susan Lord thanked the EDUCON organizers for a great first conference.
    d. Susan Lord acknowledges Cornelia Brown and Lynn Slivovsky for their work as Plants and Rigas awards committee members.
    e. Susan Lord thanked Mani Mina for his service as program chair for FIE2009.
    f. Susan Lord announced appointments for Program Chairs for FIE. It went too fast and I don't have the names.

14. Membership Committee – Hossein Mousavinezhad

a. Membership is up 1%. No significant increase or decrease noted over recent years.
b. He mentions Van Valkenberg award as a tool to get members as nominations are made.
15. Nomination Committee – Joseph Hughes
a. No Report. Nominating Committee will not begin activity until nomination period closes, which is 15 September 2010. Then they will create a slate of officers and AdCom members for the election at the FIE 2010 FIE Conference. These officers and AdCom members will assume office in 2011.
16. Publications Committee
a. IEEE Transactions – Charles Fledderman
    i. Report has been submitted to the committee.
    ii. Large backlog due to special issue calls
    iii. 700 page backlog = 2 year backlog
    iv. Currently have a moratorium on special issues to help clear backlog
    v. Higher page count in budget to try to clear backlog
    vi. Adding a comment on reviewer sheet gauging level of interest to members of the society. This will be use as a tool to tailor the number of papers accepted to the number of slots available.
    vii. Self-study and Publications Review was completed. The editorial review comments have been returned from IEEE. First main issue is: no term limits for associate editors. He initiated a three-year term limit on associate editors renewable one time. Roughly one third come up every year for renewal. Second main issue is: concerned with our rate of administrative reject. Our rate is around 45% where the IEEE average is 5%. He explains how he handles submissions and notes that many of them just aren't appropriate to our journal.
        1. Chuck has wrote justification for high rate, sent it to IEEE; they responded that the ToE should move toward lower rate.
        2. Chuck proposed change in the scope for the EdSoc's ToE publication.
        3. Chuck wants a narrower focus toward ECE.
            a. Nelson suggests aligning with EdSoc's Field of Interest.
    viii. Fleddermann and Lord have discussed changing the scope of the journal. The scope is currently fairly broad. The new proposed scope was presented and discussion occurred.
        1. Meier motions approval of new scope as written.
        2. Second Mina
        3. Motion carries
b. The Interface – Rob Reilly

      i. First issue this year has gone out.

      ii. Material has been coming in for next issue.

      iii. Rob stated he is looking to have someone else take it over.

      iv. He has formed an editorial board.

      v. Reilly would like to be replaced as Editor of this journal.

c. MEEM – Rob Reilly

      i. Is successful beyond our dreams,

      ii. Next step involves ability to electronically manage significant increase in number of submissions. Need financial support. Will submit an IEEE Foundation grant request for approximately $US25K.

      iii. Formalize relationship with the IEEE Student Activity Committee.

      iv. This activity falls under the Chapters Committee since the Student Activity Committee is under the Chapters Committee; the Student Activity Committee might need to be a standing committee, but presently too many huirdles and concerns to do that; it remains under the Chapters Committee.

d. Transactions on Learning Technologies – Matt Ohland

e. News&Notes – Rob Reilly

      i. Established by Reilly in 2003, it's time for new editor. Will actively seek new editor.

      ii. Send Pictures if you have an EdSoc event

      iii. Send comments about events.

f. IEEE-RITA Report – Manuel Castro, Martin Llamas-Nistal

      i. Three new issues have been published since the last AdCom meeting.

      ii. The CD-ROM approved at the last AdCom meeting has been shipped with the Transactions.

      iii. New website with new scheme and functionalities has been created.

      iv. IEEE-RITA in IEEE XPlore process is underway. Phase-1 and Phase-2 submissions to IEEE TAB will be required.

17. Web Site – Rob Reilly

a. RSS feed is a huge success.

b. Rob stated that he eventually wishes to have a successor appointed.

c. Thought about redesigning Web site and decided against it. But a new design is needed; new editor should lead that effort.

18. Old Business

a. Education Society Logo – Lynn Slivovsky

      i. The committee wants to ask the membership for ideas.

      ii. They will ask for five words or less "what does the Society means to them" or "what does engineering education mean to them". Create a word cloud from these choices. Give it to an art student to create a logo.

b. Women in Engineering – Lynn Slivovsky

        i. Put together a proposal to hold a workshop at FIE.
       ii. The proposal was rejected.
     iii. Held a teleconference last week about a new video game that was released recently that is targeted to young boys that helps them become more respectful to girls. IEEE has been talking to the group that released it about working with them.
     iv. Tufts University has started a group called "Nerd Girls". It has been picked up and is being cast as a reality TV show about near to graduation engineering women students.

   c. Professional Development Committee – Oliver Ban
        i. Strong interest in IEEE Region 9 and 10 for undergraduate students to study in the U.S.
       ii. Committee will be presenting some proposals in the future to help these students bridge the gap.

19. New Business
   a. No new business

20. Motion to Adjourn
   a. Motion by Reilly
   b. Meeting Adjourns at 9:00 p.m.