

**IEEE Education Society
Administrative Committee Meeting**

FIE Conference

Rapid City, South Dakota USA

Friday, 14 October 2011

10:00am to 11:30am

Holiday Inn Salon B

Meeting Minutes

- Welcome — Rob Reilly – meeting began at 10:00am; certificates of appreciation distributed to committee members; introductions by those attending.

- Approval of Agenda — Rob Reilly
Approved by unanimous consent with no additions.

- Accept the Minutes from previous AdCom meeting — Rob Reilly
Motion by Russ Meier. Approved by unanimous consent.

- Reports on business transacted other than at AdCom meeting — Rob Reilly
 - Report on Activity — Rob Reilly – routine activities with IEEE
 - Draft of Sister Society Agreement with IGIP — Rob Reilly – approved at last meeting; in the works; watch for an e-mail ballot on this issue

- Report of Communications — Rob Reilly
Nothing big to report, just routine communications.

- Report of Officers
 - President's Report — Rob Reilly - Nothing big to report, just routine business.

 - Vice President's Report — Manuel Castro
New initiatives committee formed; approaches to other societies, e.g., Industrial Electronics Society 8-10k members; trying to develop a new logo for the EdSoc - will send further information.

 - Secretary's Report — Jim Sluss
Request for any remaining committee reports – please send to Jim, to be bundled with final minutes for final distribution and archiving.

 - Treasurer's Report — Lance Perez
Same situation as last AdCom, projected to run a \$77k budget deficit for 2011, continuing to track. Please let Lance know if you get your reimbursement so the loop can get closed. Approximately \$840k in reserves. Lance and Rob being more proactive in working with IEEE TAD Finance. Rob also having conversations with IEEE TAB FinCom. Developing new process for managing the annual budget. IEEE doesn't want us to spend down our reserves for

structural, recurring budget line items, but rather for special projects. New initiatives committee will help identify these special projects. Joe Hughes recounted how this issue has been around since at least as long as he was President and elaborated.

- Awards Committee — Manuel Castro
 - Awards selection process went smoothly this year. Committee motion to add up to a maximum of four plaques for the Outstanding Chapter Award (chapter will still receive the \$1000 award, one FIE registration, and certificates).
 - Seconded by Russ Meier.
 - Motion unanimously approved.

 - Policy & Procedure: Awards — Manuel Castro – working on this

- Chapters Committee — Rob Reilly
 - Significant Activities — Rob Reilly – Concern that some chapters are not holding meetings. # of chapters still up in the high 60s.
 - Status and Support of Student Activity Committee — Rob Reilly – Students are doing a terrific job with their online publication. No requests for help from EdSoc.

- Constitution and Bylaws Committee — Victor Nelson
 - Report of ad hoc Governance Committee — Vic Nelson - See attached report from the ad hoc committee.
 - Russ proposes title change to “VP for Conference and Workshops”
 - Vic sought a vote on items in committee report, as numbered below.
 1. Change president’s term from one year to two – discussion and general agreement, no opposition. Vic Nelson moves, seconded by Susan Lord, approved without objection.
 2. Change VP to “President Elect”: Option 1 – 3 year term, Option 2 – PE for term of 2 years, total 4 year term. Discussion followed. Motion by Russ Meier to pick Option 2, seconded by Rod Soukup, motion approved with no objection.
 3. Maintain both Junior Past President and Senior Past President as ex-officio members of the AdCom. Vic Nelson moves, second by Russ Meier, approved with no objection.
 4. Add Junior Past President to the Executive Committee. Vic Nelson moves, seconded by Mani Mina, approved with no objection.
 5. Add Vice Presidents to the Executive Committee. Vic Nelson moves, seconded by Oliver Ban, approved with no objection – one abstention (Meier).
 6. Vic Nelson moves Item 6, Option 1(specify VP terms of office as 2 years), strike of even numbered years, seconded by Susan Lord. Rob Reilly states his opposition – he believes the Presidential appointments allow the President to put people in a position they are comfortable can do the job and keep the society functioning. Lynn Slovovsky supports appointments with the President. Motion carriers.

7. Vic Nelson moves Item 7, Option B w/ N=3 (number of consecutive terms that may be served by a VP), Susan Lord seconds, approved with no objections – one abstention (Meier)
8. Rod Soukup moves Item 8, Option 1 (selection of VPs), seconded by Lance Perez.
 - Rob Reilly states his opposition – he believes the Presidential appointments allow the President to put people in a position they are comfortable can do the job and keep the society functioning. approved with two dissents.
 - Joseph Hughes notes that he believes appointments of Vice Presidents now gives the President tremendous authority to set the ExCom. He believes the AdCom should approve the appointments.
 - Susan Lord agrees with Joseph Hughes. Notes that she is concerned about unlimited terms, however.
 - Lance Perez notes he feels elections are important to bring new people in.
 - Rob Soukup agrees he feels elections are important to bring new people in.
 - Rob Reilly points out that Jayne Cerone noted at our past meeting that in our case, “election” means “appointment” because this body does the election – not the membership.
 - Susan Lord notes that she believes in option 1 but believes option 2 is more practical.
 - Motion carries.
9. Susan Lord moves to approve Item 9 (change Chapters Committee Chair to VP for Chapter Activities, seconded by Mani Mina, approved with no objection.
10. Russ Meier moves to approve Item 10, Option 1 (appointment vs. election of Secretary and Treasurer), seconded by Susan Lord. Joseph Hughes notes that he questions electing Secretary if they are not moving into the executive chain. Susan Lord expresses here support for leaving it as a way of recognizing people that commit to the society and might become future leaders. Susan Lord offers friendly amendment of 2 year terms w/ N=3, Russ Meier accepts, Oliver Ban seconds, approved with no objection
11. Motion to change the selection of at-large AdCom members from “appointment” by the AdCom to “election by the Society membership. After discussion, Vic Nelson moves to table the motion, Susan Lord seconds, motion to table carries. Straw vote approved to look at this item with some percentage of the AdCom being elected.
12. Motion to change title of the society governing body from “Administrative Committee (AdCom)” to “Board of Governors (BoG).” After discussion, Vic Nelson moves to table the motion, Susan Lord seconds, motion to table carries. Approved with one opposed.
13. Removing “editor’s compensation” from the bylaws. Joseph Hughes notes he is in favor of keeping compensation phrase in place. After addition discussion, the motion was not brought forward.

14. Motion by Joseph Hughes rewrite the bylaws so that the Awards Chair becomes an appointed chair, Russ Meier seconds. Susan Lord notes it should be a two year term. Joseph Hughes and Rob Reilly speak for the president's discretion. Motion carries.
15. Motion by Lynne Slivovsky to remove Item 12 from table, seconded by Mani Mina, motion carries with one objection. More discussion. Motion by Vic Nelson to change the name from AdCom to Board of Governors, Susan Lord seconds. Motion called: 9 in favor, 7 against. Motion carries.

- Distinguished Lecture Program — Edmundo Tovar
Received 2 applications in last few months, so no need for selection process. \$2000 remains to be awarded for the rest of this year.
- Fellows Committee — James Rowland – not present - no report
- Finance Committee — Lance Perez
Policy & Procedure: Annual Budget Process — Lance Perez – see committee report – new process is consistent with the IEEE timeline – no budget line item is automatically recurring, must be proposed and approved each year, with report expected. Motion approved with no objection.
- Meetings Committee — Russ Meier – see report
 - Conference VP report of activities since the last meeting
 - Summary of financial and technical co-sponsored conferences
 - India initiative
 - Region 10 initiative
 - Conference Highlights newsletter (new - first issue after FIE)
 - Russ Meier motions on EDUCON, permanent approval of financial sponsorship (see report), seconded by Oliver Ban, motion carries.
 - Russ Meier motions on conference in Region 10 (see report), agree to a three-year approval cycle, 70% financial risk, second Jim Sluss, motion carries.
- Membership Committee — Hossein Mousavinezhad – not present – sent report
 - eNotice blast to non-renew/inactive members — Rob Reilly
 - eNotice blast to current members — Rob Reilly
- Publications Committee — Martin Llamas Nistal – **see report**
 - IEEE Transactions on Education — Martin Llamas Nistal
 - Results of Survey on publications - Matt Ohland is chair, see report for survey results and other items
 - The Interface — Rob Reilly – Mani Mina is the new editor
 - MEEM — Rob Reilly – still a problem
 - Transactions on Learning Technologies — Martin Llamas Nistal
 - News&Notes — Rob Reilly
 - Sending news/information to the members — Rob Reilly

- IEEE RITA report — Martin Llamas Nistal – RITA has now been indexed; next special issue is on Learning Objects; TAB Phase 2 – changing the name.

- Ad Hoc Professional Development Committee — Oliver Ban

- Standards Committee — Edmundo Tovar
 - Committee officers -- election/approval: Chair - Hammadou, VP - Tovar, see report for complete committee listing. Russ Meier moves approval, Vic Nelson seconds, motion carries.
 - Study group

- Unfinished Business — Rob Reilly
 - Discussion of options for permanent recognition of Bill Sayle — Rob Reilly – Best way to offer recognition is still on the table. No decision has been made at this time.
 - Susan Lord notes we have already done the achievement award name.

- New Business — Rob Reilly
 - Report of ad hoc New Initiatives Committee — Manuel Castro

Moved to executive session.

- No nominations from the floor.
 - Susan Lord moves nomination of slate of existing officers. Election of officers.
 - Susan Lord asks for other AdCom nominations. None. Election of AdCom members.
-
- Election of 2012 Officers and AdCom members — Susan Lord
 - Slate of officers elected.
 - All four AdCom members re-elected.
-
- Motion to Adjourn by Vic Nelson. Meeting adjourned at 12:15pm.

Acknowledgement: Special thanks to Russ Meier who also took minutes for the meeting. They were very helpful in compiling this final set.

AdCom Voting List

Total AdCom members: 22

Quorum number: 12

1. Rob Reilly (President & Chapters Chair)X - indicates attending
2. Manuel Castro (VP & Awards Chair)X
3. James Sluss (Secretary)X
4. Lance Perez (Treasurer)X
5. Joseph Hughes (Senior Past Pres)X
6. Susan Lord (Junior Past President, Chair Nominating Committee)X
7. Mani Mina (AdCom Member-at-Large)X
8. Matt Ohland (AdCom Member-at-Large)
9. Hamadou Saliah-Hassane (AdCom Member-at-Large)
10. Cordelia Brown (AdCom Member-at-Large)X
11. Oliver Ban (AdCom Member-at-Large)X
12. Martin Llamas-Nistal (AdCom Member-at-Large & Publications VP)X
13. Claudio Rocha-Brito (AdCom Member-at-Large)X
14. Lynne Slivovsky (AdCom Member-at-Large)X
15. Melany Ciampi (AdCom Member-at-Large)X
16. Victor Nelson (AdCom Member-at-Large & Const-Bylaws Chair)X
17. Rodney Soukup (AdCom Member-at-Large)X
18. Edmundo Tovar (AdCom Member-at-Large)X
19. James Rowland (Fellows Chair)
20. Leonard Bohmann (Finance Chair)
21. Russ Meier (Conferences VP)X
22. Seyed Hossein Mousavinezhad (Membership Chair)

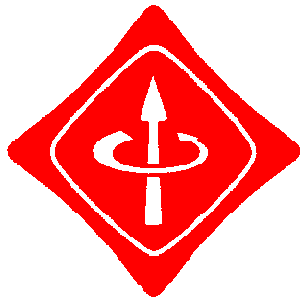
Guests

Ted Batchman

Danilo Garbi Zutin

Oenardi Lawanto

Michael Auer



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- Report of Officers — Rob Reilly
 - President's Report — Rob Reilly
 - Vice President's Report — Manuel Castro
 - Secretary's Report — Jim Sluss
 - Treasurer's Report — Lance Perez
- Awards Committee — Manuel Castro
 - Policy & Procedure: Awards — Manuel Castro
- Chapters Committee — Rob Reilly
 - Significant Activities — Rob Reilly
 - Status and Support of Student Activity Committee — Rob Reilly
- Constitution and Bylaws Committee — Victor Nelson
 - Report of ad hoc Governance Committee — Vic Nelson
- Distinguished Lecture Program — Edmundo Tovar
- Fellow Committee — James Rowland
- Finance Committee — Leonard Bohmann
 - Policy & Procedure: Annual Budget Process — Leonard Bohmann
 - 2011 and 2012 budget increases — Rob Reilly
- Meetings Committee — Russ Meier
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- Election of 2012 Officers and AdCom members — Susan Lord
- Adjourn — Rob Reilly

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18. Edmundo Tovar (AdCom Member-at-Large)
19. James Rowland (Fellows Chair)
20. Leonard Bohmann (Finance Chair)
21. Russ Meier (Conferences VP)
22. Seyyed Hossein Mousavinezhad (Membership Chair)

**IEEE Education Society AdCom Meeting
ASEE Annual Conference and Exhibition
Vancouver, British Columbia, Canada
June 27, 2011**

By Russ Meier

In Attendance:

Rob Reilly (President, Chapter Committee Chair)
Susan Lord (Junior Past President, Nomination Committee Chair)
Manuel Castro (Vice President, Awards Committee Chair)
Claudio da Rocha Brito (AdCom Member-At-Large)
Cordelia Brown (AdCom Member-At-Large)
Melany Ciampi (AdCom Member-At Large)
Russ Meier (Meetings Chair)
Victor Nelson (AdCom Member at Large and Constitution and Bylaws Chair)
Matthew Ohland (AdCom Member-At-Large)
Hamadou Saliah-Hassane (AdCom Member-At-Large, Standards Committee Chair)
Lynn Slivovsky (AdCom Member-At-Large)
Rod Soukup (AdCom Member-At-Large)
Edmundo Tovar (AdCom Member-At Large)
Oliver Ban (AdCom Member-At Large)
Leonard Bohmann (Finance Committee Chair)

Ed Jones (Past President, Ed Jones Meritorious Service Award Sub-committee Chair)
Victor Schultz (Past President, Society Member)
Chuck Fleddermann (Editor-in-Chief, IEEE Transactions on Education)

Welcome and Introductions

Rob Reilly began the meeting promptly at 6:00 p.m.
Rob Reilly welcomed the group.
Introductions were made including AdCom role and personal affiliation such as university or professional organization.

Approval of Agenda

Motion Meier
Seconded Bohmann
Motion Carried

Approval of Minutes from Louisville AdCom Meeting

Motion Bohmann
Second Meier
Corrections need to be made for Bohmann's name throughout the minutes.
Motion passed with correction noted.

Jayne Cerone, Staff Director, IEEE Technical Activities Board spoke to the Administrative Committee and was a guest at the meeting. Her comments follow.

She has been with IEEE for 25 years.

She is the staff director of governance and communications.

Summarized the worldwide breakdown of societies, regions, and chapters.

She described TAB (Technical Activities Board) for the group.

TAB is made up of 60 voting members from societies, chapters, regions, committees, etc.

Societies work on their own but there are oversights at TAB as well as dispute resolution services.

TAB meets three times a year.

TAB committees work in periodicals, products development, society review, etc.

TAB is one-half of the IEEE with MGA (Membership and Geographical Activities) as the other half.

TAB is considering having every society offer “something” for a \$15 price point. Everyone joining IEEE can choose one society package that is automatically included in the dues. Additional society packages could be bought for \$15. Societies could choose to offer enhanced membership with different pricing levels. If it rolls out it would be for the 2013 renewal period.

She noted that IEEE does significant work is done in publications, and in IEEE USA public policy. As IEEE expands overseas, it has opened or plans to open offices in Singapore, Tokyo, India, Europe and Brazil.

She asked for questions or comments. They follow:

Vic Nelson asks about incremental membership levels and the fact that this type of membership will require many if not most societies to change their bylaws. Answer: She noted that it will probably be an issue and that is why the roll-out won't be until 2013.

Russ Meier commented that access to on-line publications may be a bigger motivator to keeping IEEE membership rather than just joining a society for the \$15 price level included in the basic fees.

Oliver Ban noted that professional development and guidance may be an important part of the equation in Asia and the South Pacific.

She acknowledged that the business model has changed: the IEEE now target markets directly to the libraries rather than to the members! TAB is working to adjust how membership is marketed to the worldwide professionals.

Confirmation of appointments

Motion by Castro to approve President's appointments.

Seconded by Ciampi

Motion passed

Reports on Business Transacted other than at AdCom Meeting – Rob Reilly
Executive Committee Teleconferences

Three have been held for finance, governance, and general discussion and they have all gone well.

It is often not possible for all AdCom members to attend but all are invited to join the meeting when they are able.

Rob Reilly has held discussions with the IEEE EAB (Educational Activities Board)

Most of the discussion have been about understanding the differences between EAB and the Education Society.

EAB has started improved marketing to help separate their role from the Education Society role.

Rob Reilly has held discussions with IEEE MGA (Membership and Geographical Activities Board)

Function of chapters is currently technical meetings.

Rob Reilly pointed out during the discussions that there are other things that should be done at the chapters such as how to apply for fellows, awards, etc.

Rob Reilly hopes that through these discussions MGA and Societies can begin serving chapters and members more efficiently and effectively.

Rob Reilly has been working with IGIP (International Society for Engineering Education) on becoming sister societies.

Michael Auer and Rob Reilly are working on this initiative. The AdCom approved moving ahead on this initiative with a vote recorded at the last meeting held at FIE 2010 in Washington, D.C.

They are working on many things. Examples include membership options, joint awards, and joint publications.

EAB and Education Society have been involved in a project to put accreditation into Latin America and the Caribbean.

EAB will go in and establish the accreditation process.

Rob Reilly notes that he hopes the Education Society can be helpful.

Two IEEE members are part of the Organization of American States and will be working to see how IEEE and Education Society can be assistive.

Education Society is exploring a relationship with GOLC (Global Online Learning Consortium)

Many of our members are founding participants in GOLC.

GOLC will hold a workshop in parallel with the first day of FIE 2011 in Rapid City.

Education Society will be a technical co-sponsor of that workshop.

Education Society will continue working on ways to collaborate with GOLC.

African Union

Work is underway to increase our presence in the African Union.

Hamadou, Manuel, and Rob are principle players at this time. More information will be provided at future meetings as this initiative becomes more active.

Treasurers Report – Leonard Bohmann

Presented the state of the 2011 budget.

Several items passed by the AdCom did not get into the budget approved by IEEE.

Meetings Chair funds

Standards Committee funds

Professional Development Committee funds

Distinguished Lecture Committee funds

Suggestion is that these items be added to the current budget.

Result is increased line items from \$55,500 to \$77,000.

Result is increased deficit from \$121,000 to \$146,500.

For many years we ran surpluses. We have built up quite a reserve: \$850,000.

The 2011 budget was purposely set so \$75,000 extra dollars would be spent on Transactions pages (750 pages this year). This will help get rid of the backlog of pages.

A request to modify the budget to include the funds that were not included will be made to IEEE.

Presented the 2012 budget

Increase in President's Office Budget for Travel

AdCom Committee budget (food, meeting costs) increases

Chapters increases with inflation

Meetings, Standards, Professional Development, and

Distinguished Lectures become actual line items.

Awards Committee budget increased to handle additional costs.

Motion to approve by Mina.

Seconded by Ban.

Motion carried.

Awards Committee – Manuel Castro

A detailed report is on the website with the AdCom meeting materials.

Nominations were received by June 15.

All committees are working.

Committees have been asked to report by July 15.

Awardees must submit CV's etc. for FIE Awards Program by middle of August.

Chapters and Geographical Activities Committee – Rob Reilly

A President's Award was discussed at the last meeting.

The award would recognize people that don't fall into the categories of awards we currently have but distinguished activities for the society.

Motion to approve the President's Award by Ban.

Seconded by Tovar.

Significant discussion occurred.

Question was asked how this award differs from current awards.

Rob Reilly responded that this could be someone that doesn't quite fit the model, perhaps not a member, maybe an industry representative for example.

Matt Ohland questions having a single person make that decision. He offers an amendment that the Presidential Award will be nominated to the Executive Committee and that the Executive Committee will make the award decision.

Motion Ohland.

Second Lord.

Motion carried as a friendly amendment motion.

Susan Lord questions giving an award to someone that is not a member.

Leonard Bohmann and Matthew Ohland again ask why the award needs to exist.

Motion to table made by Mina.

Table motion seconded by Nelson.

Motion to table passed. Original motion with friendly amendment is tabled.

Chapters continue to go well especially outside of the United States.

Student Activity committee is going really well.

The student run Multidisciplinary Engineering Education Magazine (MEEM) continues to publish peer-reviewed issues.

There has been an issue where TAB has asked for the term "magazine" to be removed from the MEEM name. We will continue working on this issue over the next months.

Constitution and Bylaws Committee – Victor Nelson

Three items for discussion were requested at the past meeting:

Change Vice President to President-Elect

Do we want a President Elect?

Straw Poll was taken and the concept passed.

What is the term and the procedures? Two strong options emerged from the discussion.

Option A: 2-year non-renewable President-Elect, 2-year non-renewable President, 2-year Past President

Option B: 1-year non-renewable President-Elect, 2-year non-renewable President, 1-year Past President

A straw poll resulted in 7 votes for Option B, 4 votes for Option A.

Vic Nelson was asked to draft language for Option B: the 1-2-1 option, and present it as a motion to the AdCom in October.

Matt Ohland, Leonard Bohmann, Susan Lord, and Rod Soukup volunteered to assist in the proposed language.

Change selected standing committees to Vice Presidents

Do we want to change selected standing committee Chairs to Vice Presidents?

Two most logical are Meetings and Publications. Other possibilities are Finance and Chapters. Jayne Cerone (guest, IEEE) suggests a Vice President of Operations for the other areas that aren't as detailed. She suggests examples that fall under that umbrella might include oversight of awards, constitution and bylaws, and membership development.

Melany Ciampi asked why we don't also change the AdCom name to Board of Governors because it carries much more weight when interacting with other groups.

Susan Lord asks about election versus appointed. It was noted that now all standing committee chairs are appointed.

Jayne Cerone (Guest, IEEE) notes that that is done in other societies as well based on the AdCom being elected by the membership and the executive committee knowing the people that are capable of fulfilling the job roles perhaps better than the voting membership.

Motion by Bohmann to retitle Meetings Chair to VP Conferences and Meetings, appointed by President, no other changes to bylaws.

Second by Ohland.

Motion carried.

Motion by Bohmann to retitle Publications Chair to VP Publications and Media, appointed by the President, no other changes to bylaws.

Second by Ohland.

Motion carried.

Vic Nelson was asked to draft language for the bylaws changes and motion them for approval at the October meeting.

It was noted by Vic Nelson that these changes are not and can not be in effect until they have been approved as formal bylaws changes. These two Committee Chairs should continue using the title "Chair" until the formal process completes.

Society membership election of at-large AdCom members
Currently AdCom membership elects new AdCom members.

Should we move to membership-wide elections?

Susan Lord asks Jayne Cerone (Guest, IEEE) for cost.

Jayne Cerone cannot provide as she doesn't have a true feeling for it right now at this meeting.
Matt Ohland suggests tabling this idea and discuss it at the next meeting only after we do cost discovery.

Distinguished Lecture Program – Edmundo Tovar

Goal is to have two to three activities supported by this program each year.

Two events in December 2010 and May 2011. For information about the presenters and topics, see the detailed report submitted as supporting materials for this meeting.

A new Call-for-activities will be sent soon.

Fellows Review Committee – Rob Reilly

Susan Conry was elevated to the IEEE Fellows Committee and thus her position on the Society level committee was filled with an appointment.

An IEEE Region 9 member was recruited this year to fill the other vacant position.

Applications were received and the committee did a thorough review.

Decisions were made and sent to IEEE.

Finance Committee – Leonard Bohmann

The committee met on June 22 by teleconference.

The 2011 and 2012 budgets were discussed.

A request to co-fund a 40th anniversary session at FIE was made last year but the event was postponed to 2011.

Bohmann motions funding \$6500 for this special session with an appropriate new title.

Second Ohland.

Motion carried.

Finance committee has had trouble getting information in previous years. The committee suggests perhaps accounting for spending in reports to the AdCom or reports to the Finance Committee.

Reilly notes that IEEE Budget process occurs in August. Suggests moving up the requests for allocations/funds to the start of the year.

Meetings Committee

The Meetings Chair report is available in the materials submitted to the on-line agenda. The report summarizes business conducted by the Meetings Chair between October and June including steering committee meetings, a visit to Madrid, and administrative details for technical and financial co-sponsorship.

The Meetings Chair reminded the finance committee of the AdCom commitment to the seed loan (\$10,000) for EDUCON per year.

The budget for 2011 and the budget for 2012 do not clearly show the loan.

In post-meeting exploration with the IEEE financial analyst, the Treasurer and finance committee learned that this item should not show in the budget as a line item. Instead, this type of loan is handled differently by IEEE financial services.

FIE2013 needs an appointment for an EdSoc co-chair by the AdCom meeting at FIE2011 at the latest.

Conference reports for FIE 2010, EDUCON 2010 were made. Both made money and the surplus will be distributed to the sponsors after the final payments of bills and auditing.

Melany Ciampi and Claudio da Brito Rocha reported on their conferences held this year. See the on-line reports.

Melany Ciampi and Claudio da Brito Rocha announced the two conferences that they will host during the coming year and their intent to apply for technical co-sponsorship.

Rob Reilly reported on a group that has approached him about a conference in India.

Different sites – 6 or 8 different cities.

Webcast to all locations.

Sessions would be electronic and virtual.

We will be pursuing an MOU with them to technically co-sponsor this event with no financial commitment.

Membership Committee – Hussein Mousavinezhad

There are 3097 members currently, when affiliates are included it becomes 3132.

He notes that conferences should have membership brochures. Meier confirms it is in the MOU but sometimes hard to enforce if no one from the AdCom attends. We hope it happens and try our best to get the materials available to conference attendees.

Publications Committee – Rob Reilly

Transactions on Education – Charles Fleddermann

New scope was voted on last year. Made it through IEEE approvals.

Still battling with the backlog. For the current year, the page budget to try to decrease the backlog was set at 700 pages.

Decreasing the backlog by increasing papers is an expense to the budget.

Significant headway on the backlog has been made. Last year it was 1.5 years between approval and print. It is now about 9 months. The goal is to get it down between 3 and 6 months. He volunteered a 600 page budget this next year and then 500 pages each year after that.

Tough editing and length of articles has been enforced. Six pages is being enforced.

IEEE has made a plagiarism-checking system available to all Journals. All submissions to Transactions now go through this system (I-thenticate). It tells you gross percentage of overlap between things that are already published and where the overlap exists. Surprisingly, we've had like 2 or 3 that were substantially plagiarized. Transactions runs the check on submitted papers and if they are flagged, the paper is sent back to authors with the note that they can rewrite and resubmit. Discussion about the IEEE copyright policy and self-plagiarism occurred. It was noted that expansion from conference paper to a journal paper is a tough thing to enforce a complete rewrite on. It was also noted that special issues are challenging. Transactions currently does not publish anything that has been used before unless there has been substantial expansion.

It was noted that Transactions publishes to IEEE Xplore® before the printed edition. Thus, even with the paper backlog, the papers are still published for CV's etc. in a much faster time.

Interface – Rob Reilly

An editor was in place but it didn't work out.

This publication has stalled again.

News and Notes – Rob Reilly

Ali Iranmanesh has taken over and is working.

Submit items directly to Ali.

MEEM – Rob Reilly

Our student group continues to do excellent work.

As mentioned already during this meeting, TAB stated we can't call it a "magazine" and we will continue to work on a strategy to address the name.

Transactions on Learning Technologies – Matt Ohland

Matt Ohland's term on the editorial board has ended.

It was noted that the society really wants someone to replace Matt Ohland.

Rob Reilly needs to investigate profit growth to determine if we wish to continue being involved with this publication.

IEEE RITA – Manuel Castro, Martin Llamas

A detailed report is available on-line.

The May issue recently published.

The Society will go to the TAB meeting in November with a request to change the official name to Newsletter rather than magazine. This addresses the "magazine" name concern brought to the society by TAB. IEEE requires all journals, conference papers, and magazines to be written in English. Newsletters do not need to be written in English.

Professional Development Ad Hoc Committee – Oliver Ban

Developing countries strongly need IEEE to bridge between membership and professional development services.

Career development tools are major recruiting and retention tools in these countries.

He is currently working with government agencies that can promote IEEE through government media in China like CCTV and major newspapers.

Standards Committee – Hamadou Saliah-Hassane

A report is available in the on-line agenda.

Policies and procedures are visibly under development. This means they can be seen by the IEEE standards community.

Project authorization requests can now be made.

Example working groups have been created such as remote labs, use of educational resources, bridges between remote laboratories and smart devices, lightweight communication protocols between social media and iLabs, etc.

Next steps: EdSoc must appoint officials to the Standards Committee.

Web Site – Rob Reilly

New webmaster: Philip Moore, Chicago

New templates from IEEE will be used.

Webmaster will manage the one that is in place.

Finding someone to switch over to a new website is the next goal.

Student activity committee will be consulted for volunteers.

William Sayle Award

Achievement Award name was officially changed by IEEE.

Something needs to be given to Mrs. Sayle to represent the change in name and status of the award.

New Business – Rob Reilly

Dave Irwin made a campaign announcement about an excellent volunteer from the Industrial Electronic Society that is running for Division VI director. He encourages everyone to read a biography that he distributed and to consider voting for this highly qualified candidate. Division directors serve on the IEEE Board of Directors and they represent Societies as members of the Board. This Director represents our Society.

Motion to Adjourn

Motion by Meier.

Second by Lord.

Meeting adjourns at 9:00 p.m.

FOR THE PERIOD ENDING 30 September 2011

Report Processed On 10- OCT- 2011

Entity - S/C 30
 Business Unit - Education 0250
 Cost Center - Trans on Education 00690

	ANNUAL BUDGET	Y.T.D. TOTALS	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.
3018000000 S/C Fees Hard Copy														
A	0.0	1.1	0.8	0.2	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B	1.2	1.2	0.7	0.4	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3018700000 S/C Fee & Assmt (Bundled)														
A	0.0	51.5	41.8	5.5	2.1	0.7	0.4	0.5	0.3	0.2	0.0	0.0	0.0	0.0
B	49.6	49.6	27.2	14.9	5.0	2.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3202000000 Subscriptions - Non-Mbr Individ														
A	0.0	25.1	15.8	4.3	1.8	1.4	1.4	0.4	0.0	0.0	0.0	0.0	0.0	0.0
B	29.7	29.7	16.3	8.9	3.0	1.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
32020XSWPX Subscriptions - Non-Mbr Individ Shanghai World Publishing														
A	0.0	1.8	1.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B	2.3	2.3	0.0	0.0	0.0	2.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3202200000 Subscriptions - NM Electronic														
A	0.0	0.9	0.4	0.0	0.3	0.0	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0
3205000000 Subscriptions - Non-Mbr All Trans														
A	0.0	153.2	0.0	66.9	0.0	0.0	0.0	67.1	0.0	0.0	19.2	0.0	0.0	0.0
B	191.1	152.9	0.0	66.9	0.0	0.0	0.0	66.9	0.0	0.0	19.1	0.0	0.0	38.2
3251000000 Airfrt Chgs Billed to Customers														
A	0.0	0.2	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0	0.0	0.0	0.0
3310000000 Voluntary Page Charges														
A	0.0	2.1	0.0	0.0	0.7	0.0	0.7	0.7	0.0	0.0	0.0	0.0	0.0	0.0
B	2.4	1.8	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2
3311000000 Overlength Page Charges														
A	0.0	9.6	(0.6)	1.2	9.3	0.6	(0.3)	0.0	(0.6)	(0.6)	0.6	0.0	0.0	0.0
B	16.8	12.6	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
33300XSOX Reprints Societies & Councils														
B	1.2	0.9	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
***** TOTAL REVENUE														
A	0.0	245.5	60.1	78.1	14.3	2.7	2.2	68.9	(0.3)	(0.3)	19.8	0.0	0.0	0.0

FOR THE PERIOD ENDING 30 September 2011

Report Processed On 10- OCT- 2011

Entity - S/C 30
 Business Unit - Education 0250
 Cost Center - Trans on Education 00690

	ANNUAL BUDGET	Y.T.D. TOTALS	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.
***** TOTAL REVENUE														
A	0.0	245.5	60.1	78.1	14.3	2.7	2.2	68.9	(0.3)	(0.3)	19.8	0.0	0.0	0.0
B	294.3	251.0	45.9	92.8	9.8	8.0	1.7	68.6	1.7	1.7	20.8	1.7	1.7	39.9
40340XSWPX Commission Expense Shanghai World Publishing														
A	0.0	0.2	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B	0.2	0.2	0.0	0.0	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4146000000 Bad Debt Allowance														
A	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.8	(0.8)	0.2	0.0	0.0	0.0	0.0
4201500000 2nd Class - Edit US														
A	0.0	1.7	0.0	0.0	0.6	0.0	0.0	0.5	0.0	0.6	0.0	0.0	0.0	0.0
B	2.8	2.1	0.0	0.0	0.7	0.0	0.0	0.7	0.0	0.0	0.7	0.0	0.0	0.7
4202500000 2nd Class - Editorial - Non US														
A	0.0	12.4	0.0	0.0	3.9	0.0	0.0	0.0	7.6	0.0	0.9	0.0	0.0	0.0
B	16.0	12.0	0.0	0.0	4.0	0.0	0.0	4.0	0.0	0.0	4.0	0.0	0.0	4.0
4205500000 Freight & Other Carriage														
A	0.0	0.3	0.0	0.0	0.1	0.0	0.0	0.1	0.0	0.1	0.0	0.0	0.0	0.0
B	0.4	0.3	0.0	0.0	0.1	0.0	0.0	0.1	0.0	0.1	0.1	0.0	0.0	0.1
4513000000 Editor Fee														
A	0.0	30.3	0.0	7.5	3.8	0.0	3.8	3.8	3.8	3.8	3.8	0.0	0.0	0.0
B	45.6	34.2	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8
45130PERRV Editor Fee on line peer review														
A	0.0	2.5	0.0	0.0	1.0	0.3	0.2	0.4	0.3	0.3	0.0	0.0	0.0	0.0
B	5.6	4.2	0.0	0.0	1.4	0.0	0.0	1.4	0.0	0.0	1.4	0.0	0.0	1.4
4521500000 Composition - Edit														
A	0.0	3.4	0.0	0.8	0.7	0.2	0.4	0.1	0.6	0.4	0.2	0.0	0.0	0.0
B	7.2	5.4	0.0	0.0	1.8	0.0	0.0	1.8	0.0	0.0	1.8	0.0	0.0	1.8
4553000000 Text Paper														
A	0.0	5.4	0.0	0.0	1.8	0.0	0.0	1.7	0.0	1.9	0.0	0.0	0.0	0.0
B	8.0	6.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0	0.0	2.0
4561000000 Camera Work-Prt Set Up Ed														

FOR THE PERIOD ENDING 30 September 2011

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Entity - S/C 30
 Business Unit - Education 0250
 Cost Center - Trans on Education 00690

	ANNUAL BUDGET	Y.T.D. TOTALS	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.
4561000000 Camera Work-Prt Set Up Ed														
A	0.0	1.5	0.0	0.0	0.5	0.0	0.0	0.5	0.0	0.5	0.0	0.0	0.0	0.0
B	2.0	1.5	0.0	0.0	0.5	0.0	0.0	0.5	0.0	0.0	0.5	0.0	0.0	0.5
4581000000 Press Work-Printing														
A	0.0	7.0	0.0	0.0	2.2	0.0	0.0	2.2	0.0	2.6	0.0	0.0	0.0	0.0
B	8.8	6.6	0.0	0.0	2.2	0.0	0.0	2.2	0.0	0.0	2.2	0.0	0.0	2.2
4582000000 Binding-Prt Ed														
A	0.0	1.2	0.0	0.0	0.4	0.0	0.0	0.4	0.0	0.4	0.0	0.0	0.0	0.0
B	1.2	0.9	0.0	0.0	0.3	0.0	0.0	0.3	0.0	0.0	0.3	0.0	0.0	0.3
4583000000 Mailing-Prt Ed														
A	0.0	1.8	0.0	0.0	0.6	0.0	0.0	0.6	0.0	0.6	0.0	0.0	0.0	0.0
B	2.4	1.8	0.0	0.0	0.6	0.0	0.0	0.6	0.0	0.0	0.6	0.0	0.0	0.6
4584000000 Reprinting-Prt Ed														
A	0.0	(1.2)	0.0	0.0	(1.2)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4605000000 CD ROM														
B	8.4	6.3	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7
4999000000 Unidentified & Misc Other Exp														
B	75.6	56.7	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3
***** TOTAL All Other Expense Accounts*														
A	0.0	66.7	0.2	8.3	14.4	0.5	4.4	11.1	11.5	11.4	4.9	0.0	0.0	0.0
B	184.2	138.2	10.8	10.8	24.4	11.0	10.8	24.4	10.8	10.8	24.4	10.8	10.8	24.4
***** TOTAL EXPENSE														
A	0.0	66.7	0.2	8.3	14.4	0.5	4.4	11.1	11.5	11.4	4.9	0.0	0.0	0.0
B	184.2	138.2	10.8	10.8	24.4	11.0	10.8	24.4	10.8	10.8	24.4	10.8	10.8	24.4
5002000000 Pursvc-Overlength Page Charges														
A	0.0	0.5	0.0	0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B	1.2	0.9	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
5007000000 Pursvc-Editorial														
A	0.0	30.1	0.0	11.1	0.0	0.0	11.1	0.0	0.0	7.9	0.0	0.0	0.0	0.0

FOR THE PERIOD ENDING 30 September 2011

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Entity - S/C 30
 Business Unit - Education 0250
 Cost Center - Trans on Education 00690

	ANNUAL BUDGET	Y.T.D. TOTALS	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.
5007000000 Pursvc-Editorial														
B	44.0	33.0	0.0	0.0	11.0	0.0	0.0	11.0	0.0	0.0	11.0	0.0	0.0	11.0
5010000000 Pursvc-Indexing														
A	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.0	0.0	0.0
B	0.4	0.3	0.0	0.0	0.1	0.0	0.0	0.1	0.0	0.0	0.1	0.0	0.0	0.1
50200GRAPH Pursvc-Composition Electronic graphics														
A	0.0	0.5	0.0	0.1	0.1	0.0	0.0	0.0	0.1	0.1	0.1	0.0	0.0	0.0
B	0.8	0.6	0.0	0.0	0.2	0.0	0.0	0.2	0.0	0.0	0.2	0.0	0.0	0.2
5024000000 Pursvc-Pub Admin														
A	0.0	4.5	0.0	1.4	0.1	0.0	1.5	0.0	0.0	1.5	0.0	0.0	0.0	0.0
B	6.0	4.5	0.0	0.0	1.5	0.0	0.0	1.5	0.0	0.0	1.5	0.0	0.0	1.5
5024600000 Pursvc - Authoring Tools														
A	0.0	4.7	0.0	4.1	0.0	0.0	0.3	0.0	0.0	0.3	0.0	0.0	0.0	0.0
B	4.8	3.6	0.0	0.0	1.2	0.0	0.0	1.2	0.0	0.0	1.2	0.0	0.0	1.2
50370XPLOR Pursvc-Transactions IEEE XPLORE														
A	0.0	7.2	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.0	0.0	0.0
B	9.6	7.2	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
50375ADMIN Pursvc-Manuscript Central ADMIN														
A	0.0	3.2	0.0	0.0	3.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B	3.2	2.4	0.0	0.0	0.8	0.0	0.0	0.8	0.0	0.0	0.8	0.0	0.0	0.8
***** TOTAL PURSVC / RMBSVC														
A	0.0	50.9	0.8	17.5	4.7	0.8	13.7	0.8	0.9	10.7	1.0	0.0	0.0	0.0
B	70.0	52.5	0.9	0.9	15.7	0.9	0.9	15.7	0.9	0.9	15.7	0.9	0.9	15.7
***** TOTAL NET														
A	0.0	127.9	59.1	52.3	(4.8)	1.4	(15.9)	57.0	(12.7)	(22.4)	13.9	0.0	0.0	0.0
B	40.1	60.3	34.2	81.1	(30.3)	(3.9)	(10.0)	28.5	(10.0)	(10.0)	(19.3)	(10.0)	(10.0)	(0.2)

FOR THE PERIOD ENDING 30 September 2011

Report Processed On 10- OCT- 2011

Entity - S/C 30
 Business Unit - Education 0250
 Cost Center - Periodical Related - Other 01499

	ANNUAL BUDGET	Y.T.D. TOTALS	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.
50190X946X Pursvc-Other Transactions on Learning Technologies														
B	12.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	12.6
5022000000 Pursvc-Customer Svc (Single Sales & Subscription Orders Handling)														
A	0.0	2.7	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.0	0.0	0.0
B	2.4	1.8	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2
***** TOTAL PURSVC / RMBSVC														
A	0.0	2.7	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.0	0.0	0.0
B	15.0	1.8	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	12.8
***** TOTAL NET														
A	0.0	(2.7)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)	0.0	0.0	0.0
B	(15.0)	(1.8)	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)	(12.8)

FOR THE PERIOD ENDING 30 September 2011

Report Processed On 10- OCT- 2011

Entity - S/C 30
 Business Unit - Education 0250
 Cost Center - Non Periodical 01600

	ANNUAL BUDGET	Y.T.D. TOTALS	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.
3412000000 Publication Royalties														
A	0.0	0.9	0.0	0.0	0.6	0.0	0.0	0.0	0.0	0.0	0.3	0.0	0.0	0.0
***** TOTAL REVENUE														
A	0.0	0.9	0.0	0.0	0.6	0.0	0.0	0.0	0.0	0.0	0.3	0.0	0.0	0.0
B	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4153000000 Credit Card Charges														
A	0.0	1.9	1.4	0.2	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B	2.4	1.8	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2
***** TOTAL All Other Expense Accounts*														
A	0.0	1.9	1.4	0.2	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B	2.4	1.8	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2
***** TOTAL EXPENSE														
A	0.0	1.9	1.4	0.2	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B	2.4	1.8	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2
5038000000 Pursvc-Warehousing														
A	0.0	1.8	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.0	0.0	0.0
B	2.4	1.8	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2
6012200000 Rmbsvc-Press														
A	0.0	(0.2)	0.0	0.0	(0.2)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B	(1.2)	(0.9)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)
***** TOTAL PURSVC / RMBSVC														
A	0.0	1.6	0.2	0.2	0.0	0.2	0.2	0.2	0.2	0.2	0.2	0.0	0.0	0.0
B	1.2	0.9	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
***** TOTAL NET														
A	0.0	(2.6)	(1.6)	(0.4)	0.3	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)	0.1	0.0	0.0	0.0
B	(3.6)	(2.7)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)

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Entity - S/C 30
 Business Unit - Education 0250
 Cost Center - Meetings/Conferences 01700

	ANNUAL BUDGET	Y.T.D. TOTALS	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.
3360000000 Conference Publications Distribution														
B	54.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	54.8
3610000000 Conferences														
B	111.6	83.7	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3
3610010FIE Conferences 2010 IEEE Frontiers in Education Conf (FIE)														
A	0.0	22.7	0.0	0.0	0.0	0.0	0.0	8.6	(8.6)	0.0	22.7	0.0	0.0	0.0
3610011EDU Conferences 2011 IEEE Global Engineering Education Conference (EDUCON)														
A	0.0	69.8	0.0	0.0	0.0	0.0	0.0	0.0	69.8	0.0	0.0	0.0	0.0	0.0
***** TOTAL REVENUE														
A	0.0	92.5	0.0	0.0	0.0	0.0	0.0	8.6	61.2	0.0	22.7	0.0	0.0	0.0
B	166.4	83.7	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	9.3	64.1
4999000000 Unidentified & Misc Other Exp														
B	90.0	67.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5
4999010FIE Unidentified & Misc Other Exp 2010 IEEE Frontiers in Education Conf (FIE)														
A	0.0	14.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.2	0.0	0.0	0.0
4999011EDU Unidentified & Misc Other Exp 2011 IEEE Global Engineering Education Conference (E														
A	0.0	57.3	0.0	0.0	0.0	0.0	0.0	0.0	57.3	0.0	0.0	0.0	0.0	0.0
***** TOTAL All Other Expense Accounts*														
A	0.0	71.5	0.0	0.0	0.0	0.0	0.0	0.0	57.3	0.0	14.2	0.0	0.0	0.0
B	90.0	67.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5
***** TOTAL EXPENSE														
A	0.0	71.5	0.0	0.0	0.0	0.0	0.0	0.0	57.3	0.0	14.2	0.0	0.0	0.0
B	90.0	67.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5
***** TOTAL NET														
A	0.0	21.0	0.0	0.0	0.0	0.0	0.0	8.6	3.9	0.0	8.5	0.0	0.0	0.0
B	76.4	16.2	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	56.6

FOR THE PERIOD ENDING 30 September 2011

Report Processed On 10- OCT- 2011

Entity - S/C 30
 Business Unit - Education 0250
 Cost Center - Conference Related 01701

	ANNUAL BUDGET	Y.T.D. TOTALS	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.
417000000 Insurance														
A	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0
***** TOTAL All Other Expense Accounts*														
A	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0
B	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
***** TOTAL EXPENSE														
A	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0
5034510EDU Pursvc-TAD 2010 IEEE Education Engineering 2010 - The Future of Global Learning En														
A	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0
***** TOTAL PURSVC / RMB SVC														
A	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0
B	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
***** TOTAL NET														
A	0.0	(0.8)	0.0	0.0	0.0	0.0	0.0	0.0	(0.8)	0.0	0.0	0.0	0.0	0.0

FOR THE PERIOD ENDING 30 September 2011

Report Processed On 10- OCT- 2011

Entity - S/C 30
 Business Unit - Education 0250
 Cost Center - Administration 01800

	ANNUAL BUDGET	Y.T.D. TOTALS	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.
5018000000 Pursvc-TAB Support														
A	0.0	45.9	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1	0.0	0.0	0.0
B	61.2	45.9	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1
5034500000 Pursvc-TAD														
A	0.0	0.3	0.0	0.0	0.1	0.0	0.0	0.1	0.0	0.1	0.0	0.0	0.0	0.0
5034511578 Pursvc-TAD 2011 International Conference on Information Technology Based Higher Ed														
A	0.0	0.1	0.0	0.0	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
5034512EDU Pursvc-TAD 2012 IEEE Global Engineering Education Conference (EDUCON)														
A	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.2	0.0	0.0	0.0
5080000000 Pursvc-Direct Corp O/H Cost														
A	0.0	66.6	7.4	7.4	7.4	7.4	7.4	7.4	7.4	7.4	7.4	0.0	0.0	0.0
B	88.8	66.6	7.4	7.4	7.4	7.4	7.4	7.4	7.4	7.4	7.4	7.4	7.4	7.4
5096000000 Pursvc Business & Data Related Services														
A	0.0	13.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	0.0	0.0	0.0
B	18.0	13.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
***** TOTAL PURSVC / RMB SVC														
A	0.0	126.6	14.0	14.0	14.1	14.1	14.0	14.1	14.0	14.1	14.2	0.0	0.0	0.0
B	168.0	126.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0
***** TOTAL NET														
A	0.0	(126.6)	(14.0)	(14.0)	(14.1)	(14.1)	(14.0)	(14.1)	(14.0)	(14.1)	(14.2)	0.0	0.0	0.0
B	(168.0)	(126.0)	(14.0)	(14.0)	(14.0)	(14.0)	(14.0)	(14.0)	(14.0)	(14.0)	(14.0)	(14.0)	(14.0)	(14.0)

FOR THE PERIOD ENDING 30 September 2011

Report Processed On 10- OCT- 2011

Entity - S/C 30
 Business Unit - Education 0250
 Cost Center - Committee & Other 01900

	ANNUAL BUDGET	Y.T.D. TOTALS	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.
4081500000 Presidents Office Expense														
A	0.0	7.1	0.0	0.0	0.0	1.0	2.0	0.0	3.0	0.0	1.1	0.0	0.0	0.0
B	6.0	4.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
4082100000 Adcom Committee Expense														
A	0.0	6.6	0.0	0.0	0.9	1.5	0.0	1.0	1.7	0.0	1.5	0.0	0.0	0.0
B	10.8	8.1	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9
4083100000 Chapter Committee Expense														
A	0.0	7.7	0.0	0.0	1.8	4.3	0.0	0.0	0.0	1.6	0.0	0.0	0.0	0.0
B	22.8	17.1	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9
4087200000 Awards Hq Expense														
A	0.0	5.5	0.5	0.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B	10.8	8.1	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9
***** TOTAL All Other Expense Accounts*														
A	0.0	26.9	0.5	0.0	2.7	11.8	2.0	1.0	4.7	1.6	2.6	0.0	0.0	0.0
B	50.4	37.8	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2
***** TOTAL EXPENSE														
A	0.0	26.9	0.5	0.0	2.7	11.8	2.0	1.0	4.7	1.6	2.6	0.0	0.0	0.0
B	50.4	37.8	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2
5046000000 Pur Svc Awards														
B	1.2	0.9	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
***** TOTAL PURSVC / RMB SVC														
A	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
B	1.2	0.9	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
***** TOTAL NET														
A	0.0	(26.9)	(0.5)	0.0	(2.7)	(11.8)	(2.0)	(1.0)	(4.7)	(1.6)	(2.6)	0.0	0.0	0.0
B	(51.6)	(38.7)	(4.3)	(4.3)	(4.3)	(4.3)	(4.3)	(4.3)	(4.3)	(4.3)	(4.3)	(4.3)	(4.3)	(4.3)

All the Awards of the 2012 EdSoc are ok. We close the process on-time to have the final ceremony on the FIE in Rapid City. We had only an agenda problem in the presentation of the William E. Sayle Award for Achievement Award and we will put this at the beginning of the HP luncheon as the recipient cannot attend the Awards banquet.

Awards:

- William E. Sayle Award for Achievement Award
- Chapter Achievement Award
- Distinguished Member Award
- Distinguished Chapter Leadership Award
- Edwin C. Jones Jr. Meritorious Service Award
- Hewlett-Packard/Harriett B. Rigas Award
- Mac Van Valkenburg Award
- McGraw-Hill/Jacob Millman Award
 - Missing award. We continue trying to have contact with McGraw-Hill.
- Student Leadership Award
- Transactions on Education Best Paper Award

All the Awards from ASEE and FIE are ok too.

After the first processing of the Awards, all the yearly Awards process was documented and organized to simplify the work for the next Award chairs. I would like to change the conditions of the CHAPTER ACHIEVEMENT AWARD as this is completely different to the rest that we have. We have now >>>

\$1,000 US\$ stipend to be used for chapter activities and award certificates for the chapter officers

And the motion I propose to approve >>>

\$1,000 US\$ stipend to be used for chapter activities, Plaques and Certificates (until 4 officers); paid registration to the Frontiers in Education (FIE) Conference for one officer

Manuel Castro

Awards Chair - IEEE EdSoc Vice President

Proposed Constitution and Bylaws Changes (October 14, 2011)

Administrative and Previously-Approved Changes:

1. Renumbered Bylaws 2.2 and 2.3 to 2.1 and 2.2, respectively (correcting a previous oversight).
2. As instructed by IEEE TAB, changed “annual fee” to “annual dues” in Constitution Article IV, Section 1, and Bylaws 2.1, 8.1 and 8.2.
3. As approved at the June, 2011, AdCom meeting, added “Vice President for Conferences and Meetings” and “Vice President for Publications and Media” to officer list in Constitution Article V, Sections 3 and 4, with duties specified as Bylaws 4.7 and 4.8 (responsible for the activities of their respective committees.)

Proposed changes to Constitution and Bylaws related to “governance”

AdCom to discuss and conduct “straw vote” on each item. C&B amendments will be drafted to incorporate discussions and straw vote, followed by a 30-day period of electronic discussion and voting, in accordance with Article IX of the Constitution.

1. Change President’s term of office from 1 year to 2 years.
2. Change office of “Vice President” to “President-Elect”.
 - a. Option 1: President-Elect term of 1 year, for a total term of 3 years*: serving one year as President-Elect and 2 years as President. (*Used by 11 societies*)
 - * Excluding service as Junior and Senior Past President
 - Take office as P-E on Jan. 1 in odd numbered year and then assume the office of President on Jan. 1 of even numbered year.
 - Specify contingency in case the president becomes unable to serve in a year in which there is no President-Elect. (In some societies, the Junior Past President serves as President until a special election can be held.)
 - Make provisions for any ex-officio committee assignments for the President-Elect during years in which that office is not filled. (Societies with 1-year President-Elect terms often do not designate committee assignments for the PE.)
 - b. Option 2: President-Elect term of 2 years, for a total term of 4 years*, serving 2 years as President-Elect and then 2 years as President. (*Used by 5 societies*)
 - Elect in odd numbered year, take office as P-E on Jan. 1 of even numbered year, and then as President 2 years later.
 - President-Elect can hold ex-officio committee positions for the entire 2-year term of office.
 - c. Option 3: If President’s term remains 1 year, then President-Elect’s term will also be 1 year. (*Used by 4 societies*)
 - If President is given a second term, then President-Elect’s term must either be automatically extended or else “reaffirmed” for a second year. (*Industrial Electronics Society*)

3. Maintain both Junior Past President and Senior Past President as ex-officio members of the AdCom, with vote.
 - a. Most societies designate both PP's as voting members (provides "institutional memory")
 - b. Some societies also designate the Junior Past President as an "officer" and/or member of the Executive Committee
 - c. Junior Past President is most often ex-officio chair of the Nominating Committee (as in EdSoc), and sometimes chairs additional committees, such as Constitution and Bylaws, Long Range Planning, Awards, etc.
4. Add Junior Past President to the Executive Committee (*proposed by R. Reilly*).
 - a. Executive Committee is currently President, Vice President, Secretary and Treasurer
5. Add Vice Presidents to the Executive Committee (*proposed by V. Nelson*)
 - a. Common in most societies that have vice presidents
 - b. ExCom discussions often involve activities for which VPs responsible.
6. Specify Vice President terms of office as 2 years, providing time to "grow into" the office.
 - a. Option 1: VP terms coincide with that of the President: all take office on Jan. 1 of even numbered years.
 - b. Option 2: VP terms staggered from that of the President: all VPs take office Jan. 1 in odd numbered years (thereby serving under two presidents).
 - c. Option 3: Elect half of VPs each year, to take office on Jan. 1 following their election/appointment. (Used by societies with many VPs. EdSoc will have 2-3 VPs.)
 - d. Option 4: Make all VP terms 1 year, elected/appointed every year.
7. Number of consecutive terms that may be served by a Vice President?
 - a. Single term only
 - b. Limit of N consecutive terms (N = ?)
 - c. Unlimited
8. Selection of Vice Presidents:
 - a. Option 1: VPs elected by EdCom from a slate of candidates put forward by the Nominating Committee.
 - b. Option 2: VPs appointed by President-Elect at meeting prior to taking office as President, with appointments ratified by 2/3 (or majority?) vote of the AdCom.
 - c. Option 3: VPs appointed by President-Elect at meeting prior to taking office as President, without ratification by the AdCom.

9. Change Chapters Committee Chair to “Vice President for Chapter Activities” (*proposed by R. Reilly*)

Leadership of the 11 standing committees:

1. Executive: Society officers
2. Publications: Ex-officio chair VP of Publications and Media (*already approved*)
3. Meetings: Ex-officio chair VP of Conferences and Meetings (*already approved*)
4. Chapters: ***Chair appointed; change to VP of Chapter Activities***
5. Awards: ***Currently ex-officio chair is Society VP – change to President-Elect?***
6. Nominating: Ex-officio chair Junior Past President
7. Finance*: Appointed chair; Treasurer is an ex-officio member
8. Fellows*: Appointed chair
9. Standards*: Appointed chair
10. Membership*: Appointed chair
11. Constitution and Bylaws*: Appointed chair

* Have these 5 chairs report to President, or President-Elect, or a “Vice President of Operations”?

10. Appointment vs. Election of Secretary and Treasurer.

Note: Over 90% of societies appoint, rather than elect, a Secretary and Treasurer. They are usually ex-officio AdCom members with vote. About half of the societies classify S/T as “officers”, including EdSoc.

- a. Option 1: Continue current practice of AdCom electing Secretary and Treasurer from slate of candidates put forward by the Nominating Committee.
- b. Option 2: President-Elect appoints Secretary and Treasurer, with appointments ratified by 2/3 (or majority?) vote of the AdCom, at the meeting prior to P-E taking office as President.
- c. Option 3: President-Elect appoints Secretary and Treasurer at meeting prior to P-E taking office as president, without AdCom ratification.

11. Change the selection of at-large AdCom members from “appointment” by the AdCom to “election” by the Society membership

- a. Positions elected by the AdCom are considered by IEEE to be “appointments”, rather than “elections”.
- b. Almost all IEEE societies have some or all of their AdCom/BoG members elected by the society membership.
- c. IEEE TAB has suggested this in the last three society reviews
- d. Jayne Cerone of IEEE TAB estimated an election cost of about \$3400 for a Society of our size.
- e. Logistics of conducting a society-wide election would need to be developed.

12. Change the title of the society governing body from “Administrative Committee (AdCom)” to “Board of Governors (BoG)”. (*Proposed by M. Ciampi and R. Reilly*)

Current Society Governing Bodies:

- Administrative Committee: 21 societies (including EdSoc)
- Board of Governors/Directors: 13 societies
- Council: 1 society

13. Constitution Article VIII (Publications), Section 2, second sentence: “The duties of an editor, *and the editor’s compensation, if any*, shall be prescribed in the bylaws.” Delete the phrase “and the editor’s compensation, if any”, since the bylaws do not prescribe any editor’s compensation.

Sample revised Constitution Article V – replacing current Sections 3 and 4:

(Current Sections 6 & 7: Change “Vice President” to “President-Elect”)

Section 3. The Officers of the Society shall be a President, *President-Elect, Vice President for Publications and Media, Vice President for Conferences and Meetings, Vice President for Chapter Activities, Junior Past President*, Secretary, and Treasurer.

Section 4. Prior to December 1 of each odd numbered year, the Administrative Committee shall elect a President-Elect, whose term of office as such shall be two years and who shall thereafter hold the office of President for the two subsequent years and the office of Junior Past President the subsequent two years. The past president may again be elected to the presidency following a lapse of two years after serving as president.

Section 5. The terms of office for the Vice Presidents, Secretary and Treasurer shall each be two years, and each may serve a maximum of two consecutive terms in the same office, for a total of four years. Eligibility for office is restored after a lapse of one year. Filling an unexpired term for more than six months shall count as a full term. An officer may run for election to a different office without carrying the term limitation from the existing office. An officer cannot hold two offices concurrently, nor can an officer position be combined with a position as elected member of the Administrative Committee. When an Administrative Committee member is elected to a new office, his/her term of office for the existing position, either as officer or as elected Administrative Committee member, expires automatically on the first day he/she takes the new office.

Section 6. The President-Elect, Vice Presidents, Secretary, Treasurer, and newly elected members of the Administrative Committee shall assume office on January 1 of the year immediately following their election or as soon thereafter as practicable. They shall continue in office until the new officers have been duly elected and have taken office.

Alternatively: Simplify the Constitution by specifying that the terms of office and procedures for selecting the officers shall be specified in the bylaws (presently Bylaws 3 and 4).



DISTINGUISHED LECTURE PROGRAM

PROGRESS REPORT

Rapid City, October 2011.

Edmundo Tovar
Administrative Committee Meeting
IEEE Education Society

<http://www.ewh.ieee.org/soc/es/dl.html>

1. Background and Previous Results.

The IEEE and the IEEE Education Society (EdSoc) sponsors a Distinguished Lecture Program (DLP). Distinguished Lectures Program is a Subcommittee of the Chapters Committee. This is a different committee than the one that oversees the online presentations program.

The IEEE's DLP is designed to provide a database of experts that can travel to conferences, workshops, and meetings to make an in-person presentation. Typically, the DLP speaker will travel locally to make their presentation, but they certainly can travel worldwide to make a presentation.

Principles and policies.

They were reported in the AdCom meeting at Pittsburgh (june 2008). The **principles and policies** that will guide the activities of this Program are:

- To provide a **database of experts** in Engineering Education that can travel to conferences, workshops, and meetings to make an in-person presentation.
- To assure an offer of outstanding and high **quality** presentations in engineering education.
- To **cover all the geographical areas** of IEEE through the ES chapters.
- To **fund** through determined amounts provided by the ES and local agreements between chapters and lecturers.
- To assure a complete **visibility** of its offer of presentations to all the ES community.
- To **incentive** those chapters with more activity and global recognition in their activities.
- To assure the **confidentiality** in the information provided by the lecturers and its performance in the ES events in which they participate.

Past experience of the DLP in person:

1. The 6th e-Learning Applications Conference, Jan 10th-12th, 2009.

- Distinguished Lecturer was Prof. dr. Jef Moonen is emeritus professor in the Faculty of Behavioural Sciences at the University of Twente in The Netherlands.
 - Funds approved: USA\$ 1.500
2. INSTRUMENTATION AND ENGINEERING MEASUREMENT.
Promoted by Maria Teresa Restivo, Faculty of Engineering, University of Porto In Conjunction with IRF'2009, 3rd International Conference on Integrity, Reliability & Failure. Faculty of Engineering, University of Porto, 20-24 July 2009:
- Distinguished Lecturer was Susan M. Zvacek, Ph.D., University of Kansas
 - Funds approved: USA\$ 1.000
3. DLP seminars at KUET-Banladesh, IIT Kharagput-India, and LPU-India (2-6 December 2010):
- Distinguished Lecturer was Dr. Nalin Sharda. Associate Professor, Victoria University, Melbourne, Australia
 - Funds approved: USA\$ 1.000
4. FINTDI, Teruel, Spain (5-6 May 2011):
- Distinguished Lecturer was Dr. Charles Fleddermann is a Professor of Electrical and Computer Engineering and Associate Dean of the School of Engineering at the University of New Mexico (UNM).
 - Funds approved USA\$ 2.000

Current situation:

We do not need to make a general call in the last three months because we have received two interesting applications to the DLP, pending to receive more information to take a decision:

- Hamadou Saliah-Hassane, has applied to organize an event (November, December or January or ASAP) at Montreal. Potential attendance will be all the Montreal IEEE Chapters. Distinguished Lecture would be Dr Bary Kort in Montreal, to give a talk on "Cognition, Affect, and Learning The Role of Emotions In Learning"
Budget requested: \$2000.
More info about Barry Kort: <http://knol.google.com/k/cognition-affect-and-learning#>
- Raghu Raman, upper level management at Amrita University www.amrita.edu/ictee, is driving an effort for the annual EDUCON/FIE-like conference in India. They would like to involve a few other institutions in India. This conference will be held at several physical sites and we are looking into having speakers from outside India participate via India's high speed network. Many of the speakers will be at various sites that are participating in this conference. At this point the conference is scheduled for 3-5 January 2012. They DO have an IEEE sponsored conference
http://www.ieee.org/conferences_events/conferences/conferencedetails/index.html?Conf_ID=19018

Budget requested: \$1000-2000 of the international speakers.

2. Action Plan for the next 8 months.

- We have this first design distributing contents we have elaborated in the last years, and according to comments collected from the survey among the experts of the DLP we took last May.
- To update the EdSoc website with information about DLP in person.
- A new call to the Chapter Chairs.

3. Request to the Finance Committee:

A request for \$4,000 to support a Distinguished Lecturer Program for travel expenses of two experts in two new events previously selected for 2012.

4. Thanks.

I would like to thank the Committee Chair, Rob Reilly for his support and guidance as well as Manuel Castro..

DRAFT 10/10/11 - LJ Bohmann

IEEE Education Society Finance Committee Operating Procedures

For approval, October 2011

I. Mission and Membership: The mission and membership of the IEEE Education Society Finance Committee is set forth in Section 11.9 of the Society's By-Laws, as amended on September 9, 2009, which states:

"This Committee shall be responsible for all financial activities of the Education Society. The Finance Committee shall consist of a Chair and four members of the Society, not more than two of which shall be members-at-large of the Administrative Committee. The Treasurer shall serve as an ex-officio member with vote of the Finance Committee."

As specified in section 11.a of the Society's By-Laws, members of the Finance Committee serve one-year terms.

II. Finance Committee Chair: As specified in section 11.a of the Society's By-Laws, the Chair of the Finance Committee is selected by the Society President for a term of 1-year.

III. Voting Procedures: All members of the Finance Committee, including the Treasurer, have voting rights on all Committee matters.

- i. A quorum is achieved if two-thirds or more of the members are present or have returned an electronic ballot.
- ii. All motions considered by the Finance Committee are considered approved if they receive a majority of favorable votes from a quorum of the committee.
- iii. In the case of an electronic ballot, members will have five business days to respond to the ballot.

IV. Education Society Budget: The Finance Committee is an integral part of the Society's budget process. The steps for developing the Education Society's budget are:

- i. The Chairs of all standing committees and others who have budget requests shall make budget requests within their annual reports. These reports are due to the President and Treasurer by March 15th. They will include: 1. an accounting of their expenditures for the last fiscal year, and, 2. a budget request and justification for the next fiscal year.
- ii. The Treasurer, in consultation with the Executive Committee, prepares a draft budget and submits it to the Finance Committee in April, with the date dependent upon when the first-pass budget is released by IEEE TAD Finance.
- iii. The Finance Committee meets to develop their recommendations.
- iv. The Finance Committee's recommendations are given to the Executive Committee in May at a video conference.

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- v. The Treasure returns the 1st pass budget to IEEE and sends copies to the Administrative Committee and to those who have made budget requests.
- vi. Comments/questions/concerns from Administrative Committee members and Education Society leaders who oversee line-items must be submitted to the Chair of the Finance Committee and the Society President by May 30th. The time before the June Administrative Committee meeting will be utilized to address any issues/concerns about the proposed budget,
- vii. The budget will be considered at the June Administrative Committee meeting.
- viii. Executive Committee and Finance Committee will make any further revisions based upon any actions of the Administrative Committee at the June meeting, and the July changes (if any) by TAD Finance.
- ix. The Treasurer sends the approved budget to IEEE in August.

V. Reports: The Finance Committee has the responsibility of reviewing the Treasurer's report to the Administrative Committee before each Administrative Committee meeting and so indicates as part of the Finance Committee report.

VI. Funding Requests: The Finance Committee is responsible for reviewing all requests for funds that are not line items in the annual budget. There are three categories of these requests.

- i. Large strategic requests: These requests are either long term requests, usually to start an initiative that may become part of the annual budget, or short term requests for large special projects, such as a workshop. Both requests involve significant funds. These requests may be submitted at any time using the request for funds form. The Finance Committee collects these requests and reviews them bi-annually on or after May 15 and September 15 of each year. In each case, the finance committee will review all requests submitted to date in light of both the strategic goals and the financial standing of the Society and submit to the Administrative Committee a prioritized list of projects to be funded.
- ii. Ad hoc requests: These requests are short-term requests whose timeline prevents them from being considered via the process outlined above. There are two types of ad hoc requests.
 - a. Small ad hoc requests: These requests are for less than or equal to \$500 and are typically necessary to support the on going activities of the Society and its standing committees. These requests are reviewed by the Finance Committee as they are received. The Finance Committee's recommendation to fund or not fund is forward by the Chair to the Treasurer and President for immediate action.
 - b. Large ad hoc requests: These are requests for greater than \$500. These requests are reviewed by the Finance Committee as they are received. The Finance Committee's recommendation to fund or not fund is forward by the Chair to the Executive Committee. The Executive Committee makes a determination as to

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whether or not to fund the request and forwards their recommendation to the Treasurer, the Chair of the Finance Committee and the President for immediate action.

| **VII. Approval and Revision:** The operating procedures of the Finance Committee are approved and revised by a vote of the Finance Committee. Approval and revision of the operating procedures requires a majority of all members of the Finance Committee. Any member of the Finance Committee may initiate revisions to the operating procedures by submitting a request in writing to the Finance Committee Chair. The Finance Committee Chair is responsible for facilitating the revision process and for reporting any changes to the operating procedures to the Administrative Committee.



MD Monthly – August 2011

Membership Development Report – Page 1



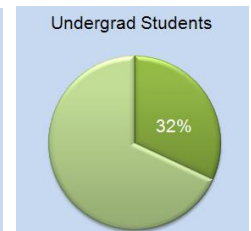
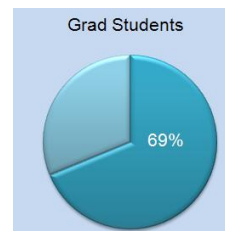
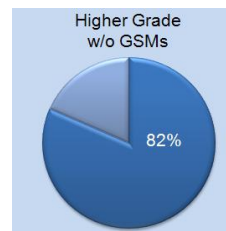
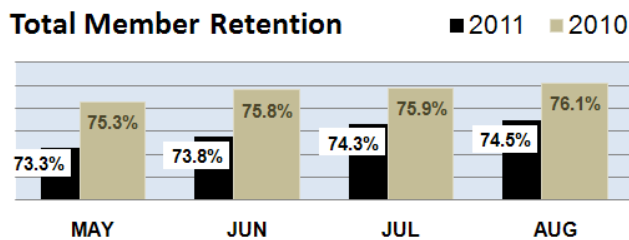
This membership development report is issued monthly on behalf of the IEEE Member & Geographic Activities Board. Source data is IEEE membership statistics. Contact: John Day, j.day@ieee.org

MD Summary	Page 2-3	Retention	Pages 10
Active Membership by Region	Page 4	Recruitment	Pages 11-12
What's New for 2012	Page 5-7	Developing Nations / e-Membership	Page 13
Member Engagement	Page 8-9	Society & Special Interest Memberships	Pages 14-17

Snapshot	Aug '11 vs. '10	% Change YoY	Aug '11	Aug '10	Jul '11	% Change Jul '11 - Aug '11
IEEE Membership	+ 8,104	+ 2.2%	385,869	377,765	379,266	+ 1.7%
• Honorary	^ 1	+ 3.4%	30	29	30	-
• Fellow	^ 156	+ 2.4%	6,695	6,539	6,694	-
• Senior Member	^ 997	+ 3.1%	32,966	31,969	32,590	+ 1.2%
• Member	^ 3,202	+ 1.3%	249,241	246,039	233,958	+ 6.5%
• Associate Member	v -214	-1.4%	15,372	15,586	14,121	+ 8.9%
• Graduate Student	^ 565	+ 1.9%	29,614	29,049	37,193	-21.0%
• Undergraduate Student	^ 3,397	+ 7.0%	51,951	48,554	54,680	-5.0%
Society Memberships	+ 4,151	+ 1.3%	327,031	322,880	322,307	+ 1.7%
• 19 Societies up > 1%	^ 7,887					
• 9 Societies +/- 1%	↔ (52)					
• 10 Societies down > 1%	v (3,684)					

Societies Note: Sum of respective gains and losses, with all counts including Affiliates. Without Affiliates, total Society memberships are up year-over-year by 4,366 or +1.4%.

2011 IEEE Member Retention Status – Total & by Grade * FINAL *



[MD Mobilization Resources](#)

[SAMIEEE](#)



[MD Reports](#)



[Webcasts](#)



[Kit Ordering](#)



[Presentations](#)



Month	Recruitment Activities	Retention Activities
Oct	<ul style="list-style-type: none"> Membership Promotion: Individuals who join in October receive <u>15 months</u> of membership for the price of 12. Incorporate message into outreaches. Order Membership Development Kit – for Section and Chapter events and activities next month. 6 October-IEEE Day, 22 October-IEEE Xtreme 5.0 Student Programming Competition (see page 8). 	<ul style="list-style-type: none"> Access New Member Roster, and initiate a welcome greeting to new members of your Section. 1 October-HQ commences with first renewal campaign for 2012 membership year
Nov	<ul style="list-style-type: none"> Membership Promotion: Individuals who join in November receive <u>14 months</u> of membership for the price of 12. Incorporate message into outreaches. Order Membership Development Kit – for Section and Chapter events and activities next month. Begin shifting focus to renewal. → 	<ul style="list-style-type: none"> Access New Member Roster, and initiate a welcome greeting to new members of your Section. Monitor renewals in your Section via SAMIEEE, and draft local reminder outreaches.



August Summary

IEEE membership gains expanded by about 350 members in August, to advance our achievement to +8,104 members year-over-year (YoY) or +2.2%, compared to last month's +2.1%. Improved higher-grade recruitment was mostly responsible for the monthly gains. For a year-end summary of the 2011 membership, see page 3.



Recruitment – The 6% increase in August YoY recruitment was driven by higher-grade (HG) gains, with higher-grade (HG) recruitment up by about 200 members. Total recruitment during the 2011 membership year outperformed 2010 by about 4,300 members YoY, or +5%; HG recruitment increased by 2,081 members YoY, or +10%. Details, page 11.

Reinstatement – The 25% increase in YoY reinstatements added to the month's gains. Cumulative reinstatement during the 2011 membership year outperformed 2010 by about 1,700 members, or +14%.

2011 Renewal / Recovery – The additional recovery campaign added in July appears to have also boosted results in August YoY, by +125%. The monthly improvement, however, was not enough to materially impact our YoY retention decline in total membership. For this month's renewal details, see page 10.

Student Elevations – In August, we conducted our second round of student elevations for 2011, the first being performed in June. In total, we elevated 29,211 students to higher-grades of membership in 2011. We had about 1,300 less elevations this year compared to 2010; hence, only the marginal up-tick in YoY higher-grade membership between July and August. Not since 2005 have student elevations decreased YoY, indicative of the slowing momentum in student member recruitment that occurred during the 2011 membership year.

Society Memberships – We concluded August, and another membership year, with YoY gains in total Society memberships.

Gains in August improved on last month's YoY performance of +0.8%. Driving this month's gains was Communications Society, which went from (139) members YoY in July to +1,156 members in August. Computer and Power & Energy experienced a nominal change in their respective YoY membership since July. Power & Energy and Communications drove 33% of the Society gains in August, compared to 21% in July. Computer drove 72% of the declines in August, compared to 73% in July (Affiliate performance accounts for about half of Computers' membership decline). Society membership details begin on page 14.

Development Venue	Aug			
	'11	'10	'09	'08
Recruitment	5,399	5,086	7,593	5,262
Reinstatement	673	542	621	837
Recovery	535	238	255	410
subtotal	6,607	5,866	8,469	6,509
Renewals (cumulative)	74.5% 279,661	76.1% 276,796	76.2% 270,833	n/a
Higher-Grade	239,972	238,659	236,412	n/a
Student /GSM	39,689	38,214	34,421	n/a

Membership Segment	Year-over-Year Variance			
	Aug	Jul	Jun	May
Higher-grade	+1.4% 4,142	+1.4% 3,945	+1.1% 2,986	+1.2% 3,064
Student-grade w/GSM	+5.1% 3,962	+4.3% 3,814	+1.3% 2,140	+1.2% 1,371
total	+2.1% 8,104	+2.1% 7,759	+1.4% 5,126	+1.2% 4,406
Total Society Memberships	+1.3% 4,151	+0.8% 2,464	+0.1% 222	+0.4% 1,279
IEEE Members w/ a Society(ies)	51.3% 196,963	51.2% 194,205	51.0% 189,540	51.1% 184,865

Society Memberships	Aug		
	'11	'10	'09
Gains > 1%	19 Societies + 7,887 members	19 Societies + 14,436 members	22 Societies + 6,075 members
Gains / Losses +/- 1%	9 Societies (52) members	9 Societies (78) members	5 Societies (93) members
Losses > 1%	10 Societies (3,684) members	10 Societies (1,584) members	11 Societies (10,083) members
total	+1.3% 4,151	+4.1% 12,774	(-1.3%) (4,101)



Year-End Summary – 2011 Membership Year

In 2011, gains in year-over-year (YoY) membership came during a year of transition with our membership offering, and continued economic strain globally. Though we were successful in growing membership globally 8,100 members, and matching last year's total dues income, we fell short of our forecasted revenue goals for 2011—chief among the reasons:

- Higher-grade retention trending in the United States lower than unexpected
- Student membership recruitment momentum tapered
- e-Membership results fell short of goals

IEEE MD Channel	Goal		Achieved
	Recruitment	HG	28,350
ST		75,550	66,140
Reinstatement	HG	8,900	10,200
	ST	3,800	4,350
Retention	HG	82.8%	82.2%
	ST	50.5%	47.5%
Recovery	20% of total deactivations		17%

As we embark upon the 2012 membership year, we encourage Sections to participate in MD programs and activities that are targeting specific geographic areas. The exposure and experience gained in 2011 should help us expand the e-Membership program in developing countries. Concurrently, we are rolling out a new membership strategy for the United States. Moreover, upgrades to existing MD operations should bolster existing efforts across all geographies (see “What’s New for 2012,” beginning on page 5).

Most economic forecasts do not indicate substantial improvement over the next 12 months. For the 2012 membership year, we encourage an emphasis on career development and professional networking opportunities in all member communications. It is imperative that we make existing members—especially first-year members—our first and highest priority for the 2012 membership year. Satisfied members renew their membership; satisfied members encourage their colleagues to join IEEE.

e-Membership

IEEE launched an e-Membership program during the 2011 membership year, available to higher-grade members in countries where the GDP is US \$15,000 and less. While overall program results were mixed during the first year, MD performance in qualifying countries generally improved.

e-Membership Program 2011 Progress	Goal	Achieved
Renewals (transition from traditional membership)	15,000	9,400
Recruitment	2,700	6,000
Reinstatement	9,300	1,500
<i>Total</i>	<i>27,000</i>	<i>16,900</i>

We closed the year with 16,900 e-Members, short of our program goal of 27,000 for the 2011 membership year. We forecasted a larger percent of members would have transitioned during renewal from the traditional offering to e-Membership—here, about 5,500 less than forecasted made the transition. While a lower transition rate stunted the growth of e-Membership counts, it also abated the financial exposure we had forecasted resulting from a lower dues rate. Reinstatement of former members with the e-Member option surprised most, given numerous member research studies that have repeatedly cited cost as a significant factor for non-renewal. Simply put, a lower-cost membership option did not win-back as many former members as we had forecasted.

During the 2011 membership year, MD performance generally improved across the countries eligible for the e-Membership offer (see table, ‘Aggregate MD Performance...’). Moreover, MD momentum—i.e., the *slope* of performance—also showed signs of improvement. Reinstatement improved by 49% in YoY 2011, compared to being down by (6%) in YoY 2010. Retention declined (0.3%) in YoY 2011, compared to a decline of (1.1%) in YoY 2010. Recruitment momentum experienced a similar trend.

Aggregate MD Performance in Countries Qualifying for e-Membership	e-Membership available	
	YoY 2011 vs. 2010	YoY 2010 vs. 2009
Retention	▼ (0.3%)	▼ (1.1%)
Recruitment	▲ 29%	▲ 27%
Reinstatement	▲ 49%	▼ (6%)
<i>Total HG Membership</i>	▲ 13%	▲ 11%



IEEE Membership Certificates Now Available via myIEEE

The public display of membership is only a couple clicks away. Beginning in the 2012 membership year, members can access and download from myIEEE a personalized membership certificate. Professionally designed and adhering to IEEE branding guidelines, the inaugural version of the membership certificate dynamically imports each members' name and membership grade.

myIEEE personal greeting tab

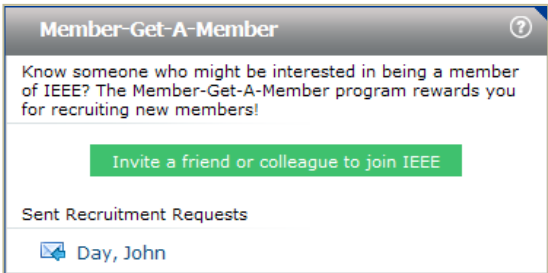


MGA Staff Adrienne Hahn reports the membership certificate is formatted to print out to 8½ x 11 inches (approx 20 x 28 cm), ready for framing. Upon renewal, the certificate will be automatically updated upon download, to reflect the year through which membership dues are paid. Future versions of the membership certificate capability will include an annual commemorative edition integrating a watermark of the IEEE Medal of Honor winner, and the ability to archive the certificates (for collectors the commemorative editions).

This new capability marks the first instance of e-delivery of certificates through myIEEE. Beyond membership, the MD team is assessing other possibilities for delivering e-certificates through myIEEE, e.g., competition participation, awardee recognition.

Member-Get-A-Member Program Goes Electronic via myIEEE

The online version of IEEE's Member-Get-a-Member (MGM) program has been released through myIEEE. Members can now send and track referrals electronically.



Located on the 'Community' desktop of myIEEE, the MGM module contains a form for members to send an e-mail to a colleague inviting them to join IEEE. A standard message is provided, though each member can craft their own message. It is optional for referring members to include their member number in the outreach, yet required for them to be candidates for the MGM reward incentive (required for system processing of the incentive).



MGA Staff Elyn Perez reports that future upgrades to the new e-MGM program will include an alert to the referring member when their colleague joins IEEE.

Form fields for the MGM program including a dropdown menu for 'Can we send this individual your member number?' and input fields for 'Recipient E-Mail', 'First Name', 'Surname', and 'Reply to'.



➤ What's New for 2012 (cont.)

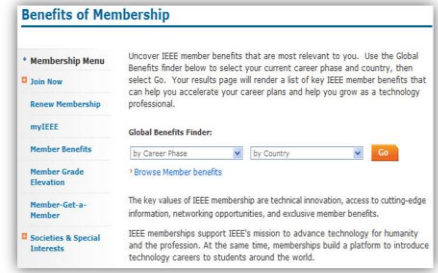
New Navigator Tool Sorts Member Benefits by Career Stage & Geography

Getting the most value out of membership is unique to the individual and influenced by the stage of an individual's career and location. At the direction of IEEE MGA's Member Engagement and Lifecycle Committee, a new navigation feature has been developed to help members identify benefits and opportunities according to their career phase and country of residence.



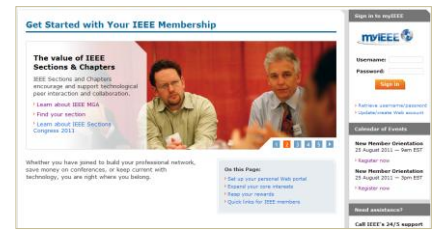
n.lehotzky
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MGA Staff Nick Lehotzky reports the benefits navigator, linked from IEEE membership websites and other communications channels, can be found at www.ieee.org/benefits.



Website Upgrades Engage New Members with Interactive Tools and Tutorials

In August, there were several upgrades to our website dedicated to new members. Based on the data we received from a survey to new members conducted in 1Q-2011, new features include tutorials on myIEEE, setting up a technical interest profile, my Account and Xplore. Rotating modules showcase the following areas: Member benefits; Explanations about IEEE Sections and Chapters; Student competitions; Links to upcoming new member orientations; Quick links applicable to all IEEE members.



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MGA Staff Adrienne Hahn encourages Sections and Chapters to reference the new member website as a resource and tool when conducting outreaches, and consider a link from your organization unit's website. There, it will serve as not only guidance to new members, but also a resource to Volunteers who, themselves, are charged with answering frequently asked questions from those who join IEEE. The new member welcome website is located at www.ieee.org/start.

Membership Renewal Invoice Overhauled

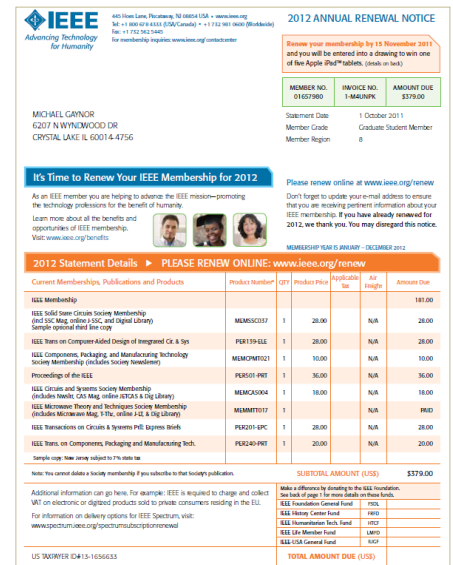
To improve usability, readability, and enable increased personalization in messaging, IEEE has introduced a redesigned renewal invoice for the 2012 membership year. Coming to all members in October, IEEE's newly redesigned invoice utilizes full color and is easier to read. The new invoice provides more customized information for each member, and also reduces the amount of paper used in printing by as much as 50%!

Customer research data from R. R. Donnelley, IEEE's vendor for renewal invoicing, shows that full-color variable data documents enhance customer loyalty and retention, resulting in 34% faster response rates. Color can reduce search time for critical information by as much as 80%.



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MGA Staff Elyn Perez reports the 2012 version of the redesigned invoice establishes a foundation for future enhancements. For the 2013 membership year, assessments are underway to increase customized communications, which may include the ability for messaging based on the members' technical interest, Section, and/or reason for joining.



2012 ANNUAL RENEWAL NOTICE

Renew your membership by 15 November 2011 and you will be entered into a drawing to win one of five Apple iPad™ tablets. (Draw on-site)

MEMBER NO.	INVOICE NO.	AMOUNT DUE
61020900	1140000	\$270.00

Statement Date: 1 October 2011
Member Grade: Graduate Student Member
Member Region: 6

2012 Statement Details PLEASE RENEW ONLINE: www.ieee.org/renew

Current Memberships, Publications and Products	Product Number	QTY	Product Price	Applicable Tax	Alt. Pricing	Amount Due
IEEE Membership						181.00
IEEE Solid State Circuits Society Membership (IEEE SSC Mag online SSC and Digital Library Sample optional third line copy)	MEMSC0107	1	20.00	N/A	N/A	20.00
IEEE Trans on Computer-Aided Design of Integrated Circuits & Systems	PER1394LE	1	20.00	N/A	N/A	20.00
IEEE Components, Packaging, and Manufacturing Technology Society Membership (includes society newsletter)	MEMCPMT021	1	10.00	N/A	N/A	10.00
Proceedings of the IEEE	PER001-PRT	1	36.00	N/A	N/A	36.00
IEEE Circuits and Systems Society Membership (includes IEEE CAS Mag, online IETEX & Dig Library)	MEMCSDX04	1	18.00	N/A	N/A	18.00
IEEE Microwave Theory and Techniques Society Membership (includes Microwave Mag, TTTU, online CAS & Dig Library)	MEMMT017	1	N/A	N/A	PRD	
IEEE Transactions on Circuits & Systems Part: Express Briefs	PER201-EPIC	1	28.00	N/A	N/A	28.00
IEEE Trans. on Components, Packaging and Manufacturing Tech.	PER240-PMT	1	20.00	N/A	N/A	20.00
Sample copy: Note: Sample subject to 7% sales tax						
SUBTOTAL AMOUNT (US\$)						\$270.00

Additional information can be found at: www.ieee.org/renew



Upgraded 'Volunteer Desktop' Goes Live in myIEEE

A significant upgrade to the 'Volunteer Desktop' within myIEEE rolled out in August, aimed at improving volunteer interaction with IEEE web-based services through personalized and efficient access to critical online tools and resources.



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MGA Staff Terence Martinez, reports the upgraded interface provides customizable "network" pages for volunteer activities, which are automatically generated and pre-populated with gadgets containing relevant information about volunteer activities. Other features of the

new Volunteer Desktop include:

- Personalized views to volunteers of each Section, Society, and Board (and its Committees).
- Centralized repository to IEEE volunteers for accessing meeting information, agendas, rosters, forms, tools, and more.
- Publicly accessible volunteer tools under common, personalized network-based pages.



Also new—the "Volunteer" tab now appears in myIEEE for non-volunteers, but with a different mission—to identify and recruit prospective Volunteers. The page suggests volunteering opportunities, and provides an e-mail tool that allows members to "raise their hand" as an indication of interest.

Automated Process for Senior Member Elevaton Streamlines Experience

Effective 1 August, IEEE Admission and Advancement (A & A) Committee launched an automated Senior Member application process. The new application boasts numerous enhancements based on the feedback from volunteers and members. Some enhancements include:

- New user friendly format and design
- Secure environment using an IEEE web account
- Ability to save the online application in "draft" form
- Ability to upload resume or Curriculum Vitae (up to 3 MB)
- Applicant can view their application online
- Applicant can view the status of requested reference forms
- Real time application status
- References are notified by e-mail to provide applicant reference
- References have the ability to view their completed reference form(s)
- Status of submitted applications will list the applicants section information



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MGA Staff Denise Maestri extends her appreciation to the Volunteers who provided constructive feedback regarding the former version of the Senior Member application, and reports prospective Senior Members should find the new experience more intuitive and informative. Moreover, Denise reports the automation will significantly streamline internal operations for the A & A staff.



IEEE Day – 6 October

The 2nd edition of IEEE Day will be held 6 October 2011, a global event to celebrate the achievements of IEEE members. IEEE Day recognizes IEEE members—past and present—on the anniversary of the first time IEEE members gathered to share their technical ideas back in 1884. This year’s IEEE Day theme is “Empowering Members to Create the Future.”



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MGA Staff Adrienne Hahn encourages IEEE organizational units globally (Regions, Sections, Societies, Chapters, Affinity Groups, Student Branches, etc.) to take an active role in organizing celebration events. IEEE Day provides an exceptional opportunity to recognize existing members, and introduce potential members to IEEE. More information about IEEE Day can be found at www.ieeeday.org – or by following the IEEE Day group on [Facebook](https://www.facebook.com/ieeeday). Get recognized, and **register your event**, at <http://www.ieeeday.org/local-event/submit-your-event/>.

IEEEXtreme 5.0 Competition – 22 October: 00:00:00 UTC

IEEEXtreme is a global challenge in which teams of student members supported by an IEEE Student Branch, and advised and proctored by a higher-grade IEEE Member, compete in a 24-hour time span against each other to solve a set of programming problems.



Student branch and member participation in the IEEEXtreme competition has grown exponentially since launching in 2006, with over 2,000 student participants in last year’s event. Other highlights from 2010:

- 755 team participants – 54% growth over 2009
- 50 countries represented from all 10 IEEE regions
- 253 universities / Student Branches participated with team(s)
- 2,098 student competitors, 364 proctors, 50 Volunteers and Staff

IEEEXtreme 2010 – Top 3 Ranking			
Global Ranking	Team	Country	IEEE Region
1	Surprise Team	Belarus	8
2	TluraQuefreny	New Zealand	10
3	SegaMegaDrive	Estonia	8

Not Just for Students – While student members are the competitors, the event provides an exciting and extraordinary opportunity for higher grades of membership. The competition’s dedicated Facebook page offers an exciting and real-time opportunity for all members to monitor competition progress and team accomplishments. How can your Section or Society encourage audience participation in IEEEXtreme?

- Sponsor an “opening ceremony” for the student branches participating in the competition.
- Hold an IEEEXtreme fan event – Connect an overhead projector to your Internet-connected laptop, and monitor the Facebook page live, as student competitors post commentary and pictures of their teams progress.



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In an effort to increase participation, IEEEXtreme has instituted the following Volunteer awards: **Highest Regional Growth** – Year-over-Year growth in team participation; **Best Section** – Highest percentage of student branch participation; **Best Student Branch** – Highest percentage of student member participation. MGA Staff Lisa Delventhal reports that more information on the IEEEXtreme Competition, including access to promotional materials, can be found at www.ieee.org/xtreme – or by following IEEEXtreme updates on [Facebook](https://www.facebook.com/ieeextreme).

2011 Registration Deadline:
7 October: 00:00:00 UTC



First-Year Member Retention

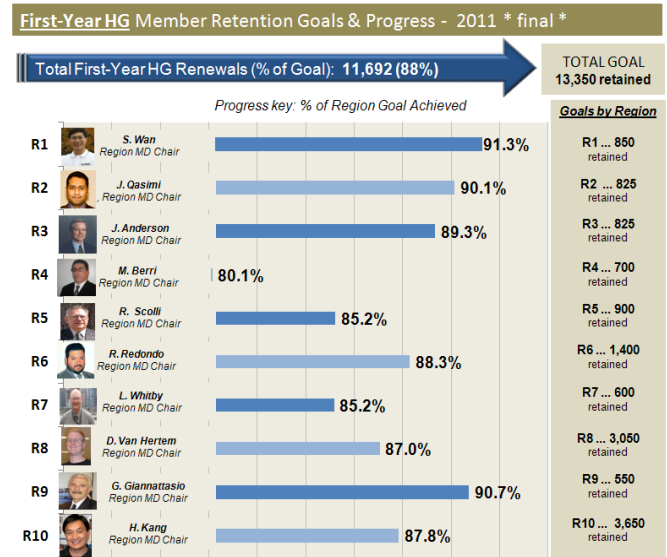
2011 Goals & Progress * final *

Thank you to all Sections who are making first-year members a strategic priority. Congratulations to IEEE Region 1, which came closest to achieving first-year, higher-grade (HG) retention goals, with Regions 9 and 2 taking second and third place.

We begin the 2012 membership year with renewed focus and determination to drive improved results. The Section Chair and MD officer receive monthly e-mails, alerting them who joined their Section during the prior month. We encourage every Section to develop and implement a first-year member strategy and plan using the new member engagement checklist below.



Don't forget to welcome your new members by using the following link, via SAMIEEE: **New Member Roster**



2011 membership year concludes 15 August 2011

New Member Engagement Checklist

There are multiple ways to engage new members within our Sections and Chapters, and inspire their participation. Be it a personal greeting or an invitation to serve as an IEEE Volunteer, opportunities abound to make new members feel welcome by the organization. New members should be made to feel welcome, which often requires a proactive regimen of outreach and recognition. The checklist below offers techniques for engaging new members.



<i>Communications</i>
<ul style="list-style-type: none"> • Open and review data from new member e-mail alerts / SAMIEEE • Initiate communications to new members welcoming them to the Section / Chapter (e.g., e-mail, note cards, phone call) • Consider designating a Volunteer as a new member mentor
<i>Recognition</i>
<ul style="list-style-type: none"> • Highlight new members in Section / Chapter communications / newsletters • Introduce new members at each event, meeting
<i>Participation</i>
<ul style="list-style-type: none"> • Hold special events for new members • Solicit new members for open Volunteer positions • Investigate/survey new members on their interests for types of activities
<i>Evaluation</i>
<ul style="list-style-type: none"> • Monitor new member participation in Section / Chapter events • Review first-year member retention rate for Section, with year-over-year comparisons

Member Renewals & Year-over-Year Retention Comparisons

Our analysis below tracks 2011 retention progress by Region and Grade, including YoY performance benchmarking compared to same-period 2010. The second table reports the same parameters, isolating the performance of first-year members.

IEEE Membership Renewal / Retention - August 2011																
REGION	HIGHER GRADE w/o GSM				GRADUATE STUDENTS				UNDERGRADUATE STUDENTS				TOTAL MEMBERS			
	Opportunity	Renewal			Opportunity	Renewal			Opportunity	Renewal			Opportunity	Renewal		
		#	%, '11	%, '10		#	%, '11	%, '10		#	%, '11	%, '10		#	%, '11	%, '10
1	30,952	26,837	86.7%	87.1%	1,920	1,414	73.6%	74.3%	1,591	774	48.6%	50.7%	34,463	29,025	84.2%	84.9%
2	27,362	23,534	86.0%	86.4%	1,820	1,354	74.4%	75.3%	1,628	832	51.1%	54.6%	30,810	25,720	83.5%	84.2%
3	24,502	20,529	83.8%	84.4%	2,358	1,784	75.7%	76.0%	2,023	1,004	49.6%	48.1%	28,883	23,317	80.7%	81.3%
4	18,641	15,776	84.6%	85.4%	1,778	1,356	76.3%	75.6%	1,668	853	51.1%	54.0%	22,087	17,985	81.4%	82.4%
5	24,064	20,366	84.6%	85.1%	1,793	1,335	74.5%	75.7%	1,813	872	48.1%	49.9%	27,670	22,573	81.6%	82.4%
6	48,365	41,186	85.2%	85.5%	3,076	2,278	74.1%	74.3%	2,639	1,317	49.9%	50.2%	54,080	44,781	82.8%	83.2%
R 1-6	173,886	148,228	85.2%	85.7%	12,745	9,521	74.7%	75.1%	11,362	5,652	49.7%	51.0%	197,993	163,401	82.5%	83.2%
7	12,897	10,603	82.2%	82.6%	1,810	1,489	82.3%	84.5%	1,184	682	57.6%	63.3%	15,891	12,774	80.4%	81.5%
8	49,793	39,451	79.2%	79.5%	9,841	7,372	74.9%	77.8%	7,723	3,001	38.9%	42.5%	67,357	49,824	74.0%	75.1%
9	7,794	5,398	69.3%	69.2%	1,450	967	66.7%	73.2%	5,322	1,418	26.6%	28.3%	14,566	7,783	53.4%	54.9%
10	47,482	36,292	76.4%	77.3%	9,573	4,703	49.1%	52.1%	22,615	4,884	21.6%	24.3%	79,670	45,879	57.6%	60.1%
R 7-10	117,966	91,744	77.8%	78.3%	22,674	14,531	64.1%	67.5%	36,844	9,985	27.1%	30.3%	177,484	116,260	65.5%	67.6%
TOTAL	291,852	239,972	82.2%	82.8%	35,419	24,052	67.9%	70.4%	48,206	15,637	32.4%	35.5%	375,477	279,661	74.5%	76.1%

First-Year Member Renewal / Retention - August 2011																
REGION	HIGHER GRADE w/o GSM				GRADUATE STUDENTS				UNDERGRADUATE STUDENTS				TOTAL MEMBERS			
	Opportunity	Renewal			Opportunity	Renewal			Opportunity	Renewal			Opportunity	Renewal		
		#	%, '11	%, '10		#	%, '11	%, '10		#	%, '11	%, '10		#	%, '11	%, '10
1	1,956	776	39.7%	40.4%	648	353	54.5%	55.3%	1,140	447	39.2%	41.4%	3,744	1,576	42.1%	43.6%
2	1,925	744	38.6%	39.4%	665	365	54.9%	56.5%	1,103	485	44.0%	47.1%	3,693	1,594	43.2%	44.5%
3	2,034	737	36.2%	36.0%	902	561	62.2%	58.3%	1,516	663	43.7%	38.5%	4,452	1,961	44.0%	41.0%
4	1,478	561	38.0%	43.2%	677	417	61.6%	58.6%	1,205	532	44.1%	46.4%	3,360	1,510	44.9%	47.4%
5	1,959	767	39.2%	41.7%	698	404	57.9%	55.8%	1,367	569	41.6%	42.2%	4,024	1,740	43.2%	44.1%
6	3,211	1,236	38.5%	40.0%	1,044	569	54.5%	53.7%	1,937	818	42.2%	41.2%	6,192	2,623	42.4%	42.7%
R 1-6	12,563	4,821	38.4%	40.0%	4,634	2,669	57.6%	56.2%	8,268	3,514	42.5%	42.5%	25,465	11,004	43.2%	43.6%
7	1,216	511	42.0%	44.2%	559	381	68.2%	72.8%	803	383	47.7%	54.9%	2,578	1,275	49.5%	53.2%
8	6,572	2,655	40.4%	41.2%	4,237	2,598	61.3%	65.2%	5,765	1,691	29.3%	30.7%	16,574	6,944	41.9%	43.6%
9	1,796	499	27.8%	27.3%	638	295	46.2%	58.8%	4,339	957	22.1%	21.9%	6,773	1,751	25.9%	26.5%
10	9,003	3,206	35.6%	37.5%	6,162	2,015	32.7%	36.5%	19,104	3,367	17.6%	20.6%	34,269	8,588	25.1%	27.9%
R 7-10	18,587	6,871	37.0%	38.7%	11,596	5,289	45.6%	50.5%	30,011	6,398	21.3%	23.8%	60,194	18,558	30.8%	33.7%
TOTAL	31,150	11,692	37.5%	39.2%	16,230	7,958	49.0%	52.3%	38,279	9,912	25.9%	28.0%	85,659	29,562	34.5%	36.9%



➤ Recruitment

Cumulative Recruitment by Region & Grade – Year-over-Year

This table presents the cumulative YoY recruitment of IEEE’s ten regions by grade, through August of the 2011 membership year. Through this month, total recruitment is up +5.0% YoY, with higher-grade member recruitment up +9.5%. Congratulations to IEEE Region 10 for showing the best percentage increase to date, YoY—and to Region 6 for its continued, HG recruitment gains in the U.S.

Cumulative Recruitment -- September to August																
REGION	HIGHER GRADE w/o GSMs				GRADUATE STUDENTS				UNDERGRADUATE STUDENTS				TOTAL MEMBERS			
	2011	2010	Change		2011	2010	Change		2011	2010	Change		2011	2010	Change	
			#	%			#	%			#	%			#	%
1	1,358	1,396	(38)	-2.7%	749	791	(42)	-5.3%	1,584	1,469	115	7.8%	3,691	3,656	35	1.0%
2	1,288	1,360	(72)	-5.3%	714	766	(52)	-6.8%	1,542	1,456	86	5.9%	3,544	3,582	(38)	-1.1%
3	1,175	1,227	(52)	-4.2%	899	1,038	(139)	-13.4%	2,336	2,048	288	14.1%	4,410	4,313	97	2.2%
4	917	920	(3)	-0.3%	799	802	(3)	-0.4%	1,646	1,568	78	5.0%	3,362	3,290	72	2.2%
5	1,227	1,268	(41)	-3.2%	697	854	(157)	-18.4%	1,918	1,817	101	5.6%	3,842	3,939	(97)	-2.5%
6	2,470	2,350	120	5.1%	1,080	1,169	(89)	-7.6%	2,506	2,404	102	4.2%	6,056	5,923	133	2.2%
R 1-6	8,435	8,521	(86)	-1.0%	4,938	5,420	(482)	-8.9%	11,532	10,762	770	7.2%	24,905	24,703	202	0.8%
7	814	757	57	7.5%	721	693	28	4.0%	984	1,115	(131)	-11.7%	2,519	2,565	(46)	-1.8%
8	5,196	4,449	747	16.8%	5,071	5,066	5	0.1%	7,081	7,116	(35)	-0.5%	17,348	16,631	717	4.3%
9	1,362	1,134	228	20.1%	778	742	36	4.9%	4,908	4,920	(12)	-0.2%	7,048	6,796	252	3.7%
10	7,268	6,133	1,135	18.5%	7,162	7,119	43	0.6%	23,054	21,063	1,991	9.5%	37,484	34,315	3,169	9.2%
R 7-10	14,640	12,473	2,167	17.4%	13,732	13,620	112	0.8%	36,027	34,214	1,813	5.3%	64,399	60,307	4,092	6.8%
TOTAL	23,075	20,994	2,081	9.9%	18,670	19,040	-370	-1.9%	47,559	44,976	2,583	5.7%	89,304	85,010	4,294	5.1%
% R1-6	37%	41%			26%	28%			24%	24%			28%	29%		
% R7-10	63%	59%			74%	72%			76%	76%			72%	71%		

Update - IEEE-USA MD Incentive Pilot – 2011 Winners!



Congratulations to those Sections that qualified to receive the IEEE-USA recruitment incentive for the 2011 membership year (see table).

In an effort to drive U.S. membership growth in Regions 1-6, IEEE-USA is offering a financial incentive that rewards year-over-year improvements in the recruitment of higher-grade (HG), dues-paying members in U.S. sections. Qualification requirements are as follows:

- 1) Sections must maintain their *total* HG dues paying membership count at the same level as the prior year.
- 2) Sections must exceed their annual, HG recruitment year-over-year.

IEEE-USA’s recruitment incentive is financed through the assessment it receives from U.S. members. Incentive funds will be transferred by lump sum in September.

2011 Membership Year – Incentive Qualifying Sections		
R1 – Boston	!	R5 – Arkansas River Valley
R1 – Green Mountain	!	R5 – Central Texas
R1 – Long Island	!	R5 – Corpus Christi
R1 – Mohawk Valley	!	R5 – Oklahoma City
R2 – Dayton		R5 – Panhandle
R2 – Delaware Bay		R5 – South Plains
R2 -- Pittsburg		R6 – Alamogordo-Holloman
R3 - Broward		R6 - Boise
R3 - Canaveral		R6 – Central Washington
R3 – Charlotte		R6 – China Lake
R3 - Daytona		R6 – Eastern Idaho
R3 – E. Tennessee	!	R6 – Las Vegas
R3 – Virginia Mountain		R6 – Oakland-East Bay
R4 - Arrowhead		R6 – Oregon
R4 - Milwaukee		R6 – Richland
R4 – NE Michigan		
R4 – Rock River Valley		
R4 – SE Michigan	!	

! = Double-Digit Gains in Numeric HG Recruitment YoY



➤ Recruitment (cont.)

Recruiters of the Month – Member-Get-a-Member (MGM) Program

We're pleased to recognize this month's top program participants. The IEEE Member-Get-a-Member (MGM) program is a peer-to-peer recruitment activity offered exclusively to IEEE members. The MGM program delivered 18% of the total recruitment during the 2011 membership year – compared to driving 12% of total recruitment for the 2010 membership year. Year-over-year recruitment via the MGM program was up 5,982 members, or +58%.

MGM is popular with student members; accordingly, program results often ebb and flow with the academic school year. For program information, visit www.ieee.org/mgm.

IEEE Member-Get-a-Member Program	Congratulations to this Month's Double-Digit Recruiters!																																											
	S. Harini 34 members Madras Sec. R-10	A. Surendaran 26 members Madras Sec. R-10	S. Vishwas 25 members Bangalore Sec. R-10	V. Kiruthika 25 members Madras Sec. R-10	S. Balakrisnan 23 members Delhi Sec., R-10																																							
	G. Astudillo 15 members Ecuador Sec. R-9	J. James 14 members Kerala Sec. R-10	O. Suarez 14 members Peru Sec. R-9	C. Gummadi 14 members Hyderabad, Sec. R-10	M. Al-Donbok 12 members R-8																																							
	M. Vemuri 12 members Hyderabad Sec. R-10	S. Kurian 12 members Kerala Sec. R-10	P. Maganti 11 members Hyderabad Sec. R-10	S. Parasar 10 members Hyderabad Sec. R-10	E. Hernandez 10 members Honduras Sec. R-9																																							
<p>2011 MGM Program Trend 16,295 members recruited through this month</p> <p>Same period last year: 10,316</p>	<table border="1"> <caption>2011 MGM Program Trend Data</caption> <thead> <tr> <th>Month</th> <th>MGM Recruitment Count</th> <th>% of Total Recruitment</th> </tr> </thead> <tbody> <tr><td>SEP</td><td>750</td><td>9%</td></tr> <tr><td>OCT</td><td>1,250</td><td>16%</td></tr> <tr><td>NOV</td><td>1,500</td><td>19%</td></tr> <tr><td>DEC</td><td>1,750</td><td>21%</td></tr> <tr><td>JAN</td><td>2,000</td><td>24%</td></tr> <tr><td>FEB</td><td>1,750</td><td>19%</td></tr> <tr><td>MAR</td><td>1,750</td><td>19%</td></tr> <tr><td>APR</td><td>1,750</td><td>21%</td></tr> <tr><td>MAY</td><td>2,250</td><td>26%</td></tr> <tr><td>JUN</td><td>1,250</td><td>14%</td></tr> <tr><td>JUL</td><td>750</td><td>10%</td></tr> <tr><td>AUG</td><td>1,250</td><td>14%</td></tr> </tbody> </table>					Month	MGM Recruitment Count	% of Total Recruitment	SEP	750	9%	OCT	1,250	16%	NOV	1,500	19%	DEC	1,750	21%	JAN	2,000	24%	FEB	1,750	19%	MAR	1,750	19%	APR	1,750	21%	MAY	2,250	26%	JUN	1,250	14%	JUL	750	10%	AUG	1,250	14%
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Member Recruiting at Conferences

One of the best sources for new members are the nonmembers who attend the many IEEE technical or nontechnical conferences. These individuals have already qualified themselves as having an interest in our fields, just by virtue of their attendance at the event. In addition, there is usually a substantial cost savings between the member and nonmember registration fees. This differential can often offset most, or all of the cost of the IEEE membership dues.

The Conference Membership Recruitment (CMR) program offers a further financial incentive to these individuals by providing for a “free” society membership to anyone who joins IEEE at one of our conferences. Using these incentives in conjunction with each other, an applicant for membership can receive both a 2012 IEEE membership and a 2012 Society membership at little to no cost beyond what they would have already spent just to attend the conference.



elyn.perez@ieee.org

For more information, contact MGA staff Elyn Perez.

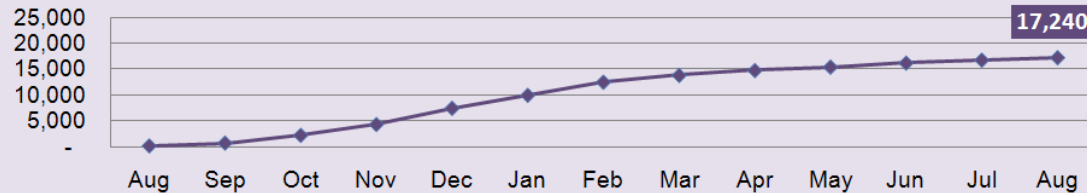


IEEE e-Membership / Developing Nations

Aug '11

www.ieee.org/emember

2011 e-Membership Growth



2011 e-Membership by Region (Cumulative through Present Month)

e-Membership Count	R3*	R8	R9	R10	total
55	3,862	3,623	9,700	17,240	
% of Eligible Higher Grade Members	35%	32%	44%	44%	41%
% of All Higher Grade Members	0%	7%	39%	18%	12%

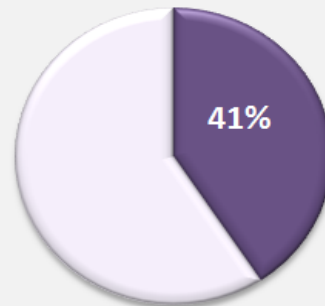
*R3 denotes Jamaica

August Update — In August, we added 468 e-Members to our total, with recruitment driving 78% of the month's gains—arrears-recovery delivering 15%, and reinstatement 8%.

We concluded August with 17,240 e-Members (16,900 e-Members for the membership year). For the 2012 membership year, e-Member renewals will represent the base for the program's future growth. During the 2012 renewal period, we anticipate the migration from traditional to e-Membership will continue. For the next membership year, we will closely monitor the renewal rates of e-Members compared to counterparts with traditional membership.

2011 e-Membership Participation*

Total, across all eligible countries



*Percentage of eligible members (cumulative) who have selected e-Membership

2011 MD Drivers - e-Membership

[see explanation key](#)

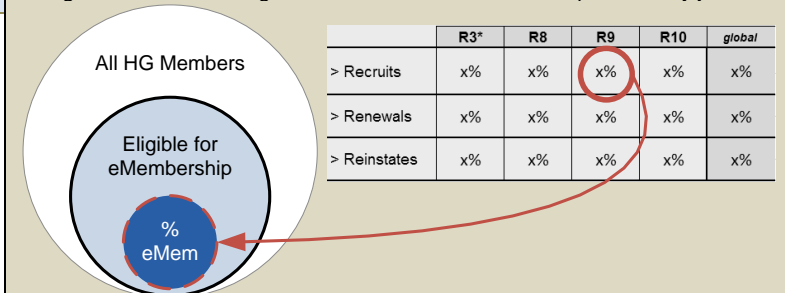
By category, the % of eligible members who have selected e-Membership

Cumulative Through Present Month	R3*	R8	R9	R10	total
> Recruits (new members)	59%	65%	73%	75%	73%
> Renewals (existing members)	23%	31%	45%	41%	38%
> Reinstates (former members)	59%	60%	69%	64%	64%

*R3 denotes Jamaica

Explanation Key

IEEE's e-Membership program is available to a subset of all higher-grade members. The table above reports how different MD drivers are impacting participation. In the example below, the circled cell represents the percentage of eligible members in Region 9 who selected e-membership when they joined.



Row percentages will not sum to 100% on account of different denominators.

e-Membership FAQs

I live in a Developing Nation but still want to receive print publications. How can I get them?

You are not required to take the e-Membership option. If you wish to receive print publications or a printed membership card, you should select the 'IEEE Membership - Traditional' option when joining or renewing.

If I have an e-Membership, am I still eligible to vote in the annual elections?

Yes, you are still eligible to vote in the annual elections. You will receive printed voting materials in October. (For legal reasons, IEEE is required to send voting materials via postal mail.)

Society & Special Interest Memberships

Color Key: Green shading = year-over-year growth >1.0%; Yellow shading = +/- 0.99%; Orange shading = year-over-year decline > 1.0%

IEEE Society Membership Totals as of August 2011																				
SOCIETY / DIVISION	IEEE Higher Grade Members (including GSMs)		Change		IEEE Student Members		Change		Society Affiliates		Change		Society Totals (with affiliates)		Change		Society Totals (without affiliates)		Change	
	2011	2010	#	%	2011	2010	#	%	2011	2010	#	%	2011	2010	#	%	2011	2010	#	%
IEEE Societies																				
DIVISION I																				
Circuits & Systems	9,265	9,174	91	1.0%	311	318	-7	-2.2%	49	50	-1	-2.0%	9,625	9,542	83	0.9%	9,576	9,492	84	0.9%
Electron Devices	10,108	9,766	342	3.5%	317	282	35	12.4%	70	66	4	6.1%	10,495	10,114	381	3.8%	10,425	10,048	377	3.8%
Solid-State Circuits	9,401	9,480	-79	-0.8%	129	127	2	1.6%	79	76	3	3.9%	9,609	9,683	-74	-0.8%	9,530	9,607	-77	-0.8%
Div I Subtotal	28,774	28,420	354	1.2%	757	727	30	4.1%	198	192	6	3.1%	29,729	29,339	390	1.3%	29,531	29,147	384	1.3%
DIVISION II																				
Components, Packaging & Mfg Tech	2,442	2,364	78	3.3%	50	47	3	6.4%	24	17	7	41.2%	2,516	2,428	88	3.6%	2,492	2,411	81	3.4%
Dielectrics & Electrical Insulation	2,042	1,990	52	2.6%	46	43	3	7.0%	32	35	-3	-8.6%	2,120	2,068	52	2.5%	2,088	2,033	55	2.7%
Industry Applications	9,433	9,364	69	0.7%	221	182	39	21.4%	40	45	-5	-11.1%	9,694	9,591	103	1.1%	9,654	9,546	108	1.1%
Instrumentation & Measurements	4,036	4,092	-56	-1.4%	84	71	13	18.3%	24	22	2	9.1%	4,144	4,185	-41	-1.0%	4,120	4,163	-43	-1.0%
Power Electronics	6,829	6,429	400	6.2%	195	198	-3	-1.5%	57	54	3	5.6%	7,081	6,681	400	6.0%	7,024	6,627	397	6.0%
Ultrasonics, Ferroelectrics, Freq Ctrl	2,048	2,102	-54	-2.6%	30	30	0	0.0%	32	39	-7	-17.9%	2,110	2,171	-61	-2.8%	2,078	2,132	-54	-2.5%
Div II Subtotal	26,830	26,341	489	1.9%	626	571	55	9.6%	209	212	-3	-1.4%	27,665	27,124	541	2.0%	27,456	26,912	544	2.0%
DIVISION III																				
Communications	43,241	42,897	344	0.8%	4,138	4,223	-85	-2.0%	1,371	474	897	189.2%	48,750	47,594	1,156	2.4%	47,379	47,120	259	0.5%

➤ Society & Special Interest Memberships (cont.)

Color Key: Green shading = year-over-year growth >1.0%; Yellow shading = +/- 0.99%; Orange shading = year-over-year decline > 1.0%

IEEE Society Membership Totals as of August 2011																				
SOCIETY / DIVISION	IEEE Higher Grade Members (including GSMs)		Change		IEEE Student Members		Change		Society Affiliates		Change		Society Totals (with affiliates)		Change		Society Totals (without affiliates)		Change	
	2011	2010	#	%	2011	2010	#	%	2011	2010	#	%	2011	2010	#	%	2011	2010	#	%
IEEE Societies																				
DIVISION IV																				
Antennas & Propagation	7,714	7,713	1	0.0%	208	213	-5	-2.3%	61	55	6	10.9%	7,983	7,981	2	0.0%	7,922	7,926	-4	-0.1%
Broadcast Technology	1,840	1,867	-27	-1.4%	57	58	-1	-1.7%	25	30	-5	-16.7%	1,922	1,955	-33	-1.7%	1,897	1,925	-28	-1.5%
Consumer Electronics	2,928	2,892	36	1.2%	92	108	-16	-14.8%	45	30	15	50.0%	3,065	3,030	35	1.2%	3,020	3,000	20	0.7%
Electromagnetic Compatibility	3,835	3,845	-10	-0.3%	50	52	-2	-3.8%	34	32	2	6.3%	3,919	3,929	-10	-0.3%	3,885	3,897	-12	-0.3%
Magnetics	2,825	2,831	-6	-0.2%	58	53	5	9.4%	71	60	11	18.3%	2,954	2,944	10	0.3%	2,883	2,884	-1	0.0%
Microwave Theory & Techniques	11,039	11,053	-14	-0.1%	420	468	-48	-10.3%	52	51	1	2.0%	11,511	11,572	-61	-0.5%	11,459	11,521	-62	-0.5%
Nuclear & Plasma Sciences	2,920	2,989	-69	-2.3%	47	55	-8	-14.5%	50	58	-8	-13.8%	3,017	3,102	-85	-2.7%	2,967	3,044	-77	-2.5%
Div IV Subtotal	33,101	33,190	-89	-0.3%	932	1,007	-75	-7.4%	338	316	22	7.0%	34,371	34,513	-142	-0.4%	34,033	34,197	-164	-0.5%
DIVISION V/VIII																				
Computer	49,982	51,285	-1,303	-2.5%	3,277	3,327	-50	-1.5%	14,471	15,787	-1,316	-8.3%	67,730	70,399	-2,669	-3.8%	53,259	54,612	-1,353	-2.5%
DIVISION VI																				
Education	3,192	3,167	25	0.8%	46	53	-7	-13.2%	40	32	8	25.0%	3,278	3,252	26	0.8%	3,238	3,220	18	0.6%
Industrial Electronics	4,984	4,799	185	3.9%	175	168	7	4.2%	33	34	-1	-2.9%	5,192	5,001	191	3.8%	5,159	4,967	192	3.9%
Product Safety Engineering	805	864	-59	-6.8%	11	11	0	0.0%	12	18	-6	-33.3%	828	893	-65	-7.3%	816	875	-59	-6.7%
Professional Communication	896	935	-39	-4.2%	62	42	20	47.6%	83	95	-12	-12.6%	1,041	1,072	-31	-2.9%	958	977	-19	-1.9%
Reliability	1,763	1,779	-16	-0.9%	30	33	-3	-9.1%	12	21	-9	-42.9%	1,805	1,833	-28	-1.5%	1,793	1,812	-19	-1.0%
Social Implications of Technology	1,567	1,741	-174	-10.0%	36	30	6	20.0%	25	25	0	0.0%	1,628	1,796	-168	-9.4%	1,603	1,771	-168	-9.5%
Div VI Subtotal	13,207	13,285	-78	-0.6%	360	337	23	6.8%	205	225	-20	-8.9%	13,772	13,847	-75	-0.5%	13,567	13,622	-55	-0.4%
DIVISION VII																				
Power & Energy	25,158	24,374	784	3.2%	2,143	1,447	696	48.1%	262	274	-12	-4.4%	27,563	26,095	1,468	5.6%	27,301	25,821	1,480	5.7%

➤ Society & Special Interest Memberships (cont.)

Color Key: Green shading = year-over-year growth >1.0%; Yellow shading = +/- 0.99%; Orange shading = year-over-year decline > 1.0%

IEEE Society Membership Totals as of August 2011																				
SOCIETY / DIVISION	IEEE Higher Grade Members (including GSMs)		Change		IEEE Student Members		Change		Society Affiliates		Change		Society Totals (with affiliates)		Change		Society Totals (without affiliates)		Change	
	2011	2010	#	%	2011	2010	#	%	2011	2010	#	%	2011	2010	#	%	2011	2010	#	%
DIVISION IX																				
Aerospace & Electronic Systems	4,481	4,556	-75	-1.6%	189	166	23	13.9%	47	34	13	38.2%	4,717	4,756	-39	-0.8%	4,670	4,722	-52	-1.1%
Geoscience & Remote Sensing	2,889	2,804	85	3.0%	113	114	-1	-0.9%	257	201	56	27.9%	3,259	3,119	140	4.5%	3,002	2,918	84	2.9%
Information Theory	3,281	3,276	5	0.2%	95	94	1	1.1%	33	28	5	17.9%	3,409	3,398	11	0.3%	3,376	3,370	6	0.2%
Intelligent Transportation Systems	1,065	999	66	6.6%	29	30	-1	-3.3%	15	19	-4	-21.1%	1,109	1,048	61	5.8%	1,094	1,029	65	6.3%
Oceanic Engineering	1,696	1,671	25	1.5%	43	49	-6	-12.2%	22	21	1	4.8%	1,761	1,741	20	1.1%	1,739	1,720	19	1.1%
Signal Processing	14,878	14,185	693	4.9%	363	311	52	16.7%	179	136	43	31.6%	15,420	14,632	788	5.4%	15,241	14,496	745	5.1%
Vehicular Technology	4,062	3,937	125	3.2%	129	106	23	21.7%	25	20	5	25.0%	4,216	4,063	153	3.8%	4,191	4,043	148	3.7%
Div IX Subtotal	32,352	31,428	924	2.9%	961	870	91	10.5%	578	459	119	25.9%	33,891	32,757	1,134	3.5%	33,313	32,298	1,015	3.1%
DIVISION X																				
Computational Intelligence	6,278	5,820	458	7.9%	282	270	12	4.4%	113	129	-16	-12.4%	6,673	6,219	454	7.3%	6,560	6,090	470	7.7%
Control Systems	8,340	7,948	392	4.9%	293	310	-17	-5.5%	94	72	22	30.6%	8,727	8,330	397	4.8%	8,633	8,258	375	4.5%
Engineering in Medicine & Biology	8,089	8,086	3	0.0%	455	402	53	13.2%	239	170	69	40.6%	8,783	8,658	125	1.4%	8,544	8,488	56	0.7%
Photonics	6,000	6,387	-387	-6.1%	161	276	-115	-41.7%	101	102	-1	-1.0%	6,262	6,765	-503	-7.4%	6,161	6,663	-502	-7.5%
Robotics & Automation	7,457	6,243	1,214	19.4%	1,033	652	381	58.4%	111	93	18	19.4%	8,601	6,988	1,613	23.1%	8,490	6,895	1,595	23.1%
Systems, Man & Cybernetics	4,340	4,092	248	6.1%	135	121	14	11.6%	39	39	0	0.0%	4,514	4,252	262	6.2%	4,475	4,213	262	6.2%
Div X Subtotal	40,504	38,576	1,928	5.0%	2,359	2,031	328	16.1%	697	605	92	15.2%	43,560	41,212	2,348	5.7%	42,863	40,607	2,256	5.6%
TOTAL	293,149	289,796	3,353	1.2%	15,553	14,540	1,013	7.0%	18,329	18,544	-215	-1.2%	327,031	322,880	4,151	1.3%	308,702	304,336	4,366	1.4%



Standards Association		Aug '11			
Grade	This Month '11	This Month '10	Year-over-Year		
			#	%	
Student	39	56	(17)	-30.4%	
Higher-Grade	6,367	6,517	(150)	-2.3%	
Affiliate	191	129	62	48.1%	
Total	6,597	6,702	(105)	-1.6%	

Women in Engineering					Aug '11				
Grade	This Month '11	This Month '10	Year-over-Year		Region	Month '11	Month '10	#	%
			#	%					
Fellow	46	46	-	0.0%	U.S.	2,961	2,922	39	1.3%
Life Member	118	121	(3)	-2.5%	Canada	313	340	(27)	-7.9%
Associate Member	226	272	(46)	-16.9%	Europe, Middle East, Africa	2,301	2,124	177	8.3%
Member	3,554	3,622	(68)	-1.9%	Latin America	2,676	2,582	94	3.6%
Senior Member	401	365	36	9.9%	Asia & Pacific	4,369	3,167	1,202	38.0%
Student Member	8,271	6,709	1,562	23.3%	Total	12,620	11,135	1,485	13.3%
Affiliates	4	-	4						
Total	12,620	11,135	1,485	13.3%					
					Gender	This Month '11	This Month '10	#	%
					Female	7,322	6,528	794	12.2%
					Male	4,240	3,613	627	17.4%
					Not Provided	1,058	994	64	6.4%
					Total	12,620	11,135	1,485	13.3%

First report ad hoc New Initiatives Committee. The members of the Committee are:

Manuel Castro - chair
Martin Llamas - secretary
Oliver Ban
Claudio Brito
Trond Clausen
Russ Meieir
Inma Plaza
Hamadou Saliah-Hassane
Edmundo Tovar

The objectives and goal of this Committee is to develop new projects to improve the services that we provide to our Education Society member as well as to have a better view, understanding and dissemination of the IEEE Education Society and IEEE goals.

We schedule a one year framework, having in mind a time slot of 1 to 3 months to ask for proposals to people interested (chapters, students and branches, etc.). The calendar could be Call for Proposal (January), Review of Proposals (February), Negotiation of Proposals and final agreement with each one (March), and Project execution (April to November) and Final Report (1 to 15 of December) - Following the idea of the IEEE Foundation we can give the 60% of the Grant at the beginning of the project (April) and the remain 40% at the end (December).

2012 projects and remarks >>>>

* 20,000 US\$ budget

** 6,000 US\$ for new project chapters initiatives based in local activities to have a high impact in dissemination of Education Society activities in their local area and supporting them to increase the number of students and local members. There will be a call in the first month of the year and the chapters interesting must send their initiatives and will be evaluated and approved (maximum per project 2,000 US\$ - average 1,000 US\$)

** 4,000 US\$ for new projects student branches initiatives based in local activities to increase our impact inside the student activity. The student branches and chapters inside the student branches interesting must send their initiatives and will be evaluated and approved (maximum per project 1,000 US\$ - average 500 US\$)

And the rest of the 20,000 US\$ (10,000 US\$) will be open for the new initiatives that we starting to discuss inside the committee.

** Establish grant funds for participation in EdSoc conferences, probably in the way of New Faculties at FIE, but more widely and not so specific as there. This fund could be competitive and provide airfare and registration up to a maximum for 1 or 2 Assistant professors to attend an EdSoc conference: FIE, EDUCON, Region 10. I think this is a great way to market the society and get younger professors interested. We could find an appropriate title for it to give it some prestige. This could have a maximum of 4,000 US\$ to 6,000 US\$ if we provide 3 grants, one for FIE, one for Educon and one for Region 10 future conference

** One possible project is >>> Improving math, science and technology education in developing countries from pre-university through hands on workshops for educators with the collaboration of local IEEE Education members and/or student members (A kind of a EAB Teachers in service activity and

humanitarian intervention) >>> We can have a specific project proposal in this line with a fixed amount of money, around 2,000-5,000 US\$ (from one country or one chapter or higher money if they come with join Countries or Chapters)

** The main lines of the call for projects should be aligned with our Strategic Plan. All the proposals I have heard up to now, as the promotion of EdSoC Conferences in other Regions, match well

2013 projects and remarks >>>>

* elevate to 30,000 US\$ budget

** maintain 6,000 US\$ for new project chapters initiatives

** maintain 4,000 US\$ for new projects student branches initiatives

** Replicate previous project of math, science and technology education in developing countries, in other country and/or chapter, trying to include better some cooperative efforts, around 2,000-5,000 US\$

** Replicate previous grant funds for participation in EdSoc conferences, around 4,000 US\$ to 6,000 US\$ if we provide 3 grants

** Develop cooperative projects between US, EMEA and AP

The motion is to support from the AdCom the New Initiatives proposal, giving 20,000 US\$ for the 2012 projects, 30,000 US\$ for the 2013 projects, and evaluating in the 2013 FIE AdCom the initiatives to extend the project or to update then as necessary.

Manuel Castro

IEEE EdSoc Vice President

Ver.4
23 June 2011

Education Society

IEEE Education Society

Date of Submittal: 23 June 2011
Date of Acceptance: 10 September 2011

IEEE Standards Association (IEEE-SA) Education Society Policies and Procedures

1. 0 Introduction

In today's marketplace, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result in a violation of procedures.

Adherence to these Operating Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Operating Procedures outline the orderly transaction of business of IEEE Education Society for standards projects. For the development of standards, openness and due process must apply, which means that any person with a direct and material interest who meets the requirements of these Operating Procedures has a right to participate by

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document in the following order:

New York State Not-for-Profit Corporation Law
IEEE Certificate of Incorporation
[IEEE Constitution](#)
[IEEE Bylaws](#)
[IEEE Policies](#)
IEEE Board of Directors Resolutions
[IEEE Standards Association Operations Manual](#)
IEEE-SA Board of Governors Resolutions
[IEEE-SA Standards Board Bylaws](#)
[IEEE-SA Standards Board Operations Manual](#)
IEEE-SA Standards Board Resolutions
Operating Procedures of this Sponsor

Anything the Sponsor creates is hierarchically inferior to the documents and resolutions that are listed above its Operating Procedures. The Operating Procedures of the Sponsor are

hierarchically superior to other documents of the Sponsor. *Robert's Rules of Order Newly Revised (RONR)* is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.1 IEEE Sponsor scope

The scope is to develop new or revised guides, recommended practices or standards pertinent to the Field of Interest of the IEEE Education Society, Its program shall be managed by the IEEE Education Society Standards Committee in coordination with the IEEE Standards Association and with standardizing bodies outside the IEEE.

1.2 Organization of the Sponsor

The Sponsor shall consist of officers (see clause 3), and other members.

2.0 Responsibilities of the Sponsor

The Sponsor shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Sponsor
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:
 1. Approving PARs from a subgroup or the Sponsor
 2. Submitting a proposed PAR to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the Sponsor shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual
 3. Submitting draft standards from a subgroup or the Sponsor to the Standards Association for Sponsor ballot.
- c) Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
- d) Responding to requests for interpretations of the standards developed by the Sponsor
- e) Acting on other matters requiring Sponsor effort as provided in these procedures
- f) Cooperating with other appropriate standards development organizations
- g) Protecting against actions taken in the name of the Sponsor without proper Sponsor authorization
- h) Limiting distribution of the membership roster to appropriate parties.

- i) Reporting annually to the [IEEE-SA Standards Board](#)
- j) Communicating with the IEEE-SA Standards Board on specific Sponsor activities as needed

3.0 Officers

There shall be a Chair, a Vice Chair, and a Secretary. The term of officer shall be one calendar year. Any officer may serve consecutive terms. Any officers may, at his or her own discretion, serve until a successor is available.

Officers shall be members of any grade (except students) of the IEEE and members of the IEEE-SA. The officers shall organize the Sponsor; oversee the Sponsor's compliance with these Operating Procedures; and submit proposed documents approved by the Sponsor (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through [IEEE Standards Development Online](#).

3.1 Appointment of officers

Officers shall be elected in accordance with the procedures of *the entity that established this Sponsor*. An officer may serve any number of consecutive terms. In the absence of such procedures, the following process shall be followed. The Standards Committee officers (Chair, Vice Chair, Secretary & Treasurer (if needed)) are nominated and appointed by the Education Society Administrative Committee. The Chair of the Standards Committee also acts as the liaison person to the IEEE-SA

3.2 Temporary appointments to vacancies

If an officer other than the Chair becomes vacant due to resignation removal, or for another reason, a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1.

3.3 Removal of officers

An officer (other than the chair) may be removed by IEEE Education Society Administrative Committee. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

3.4 Responsibilities of officers

The officers of the Sponsor shall manage the day-to-day work of the Sponsor. The officers are responsible for implementing the decisions of the Sponsor and managing the activities that result from those decisions.

3.4.1 Chair

The responsibilities of the Chair include

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming study groups or working groups as necessary
- c) Appointing a subgroup with responsibility for interpretations of all approved standards
- d) Being objective
- e) Entertaining motions, but not making motions
- f) Not biasing discussions
- g) Delegating necessary functions
- h) Ensuring that all parties have the opportunity to express their views
- i) Setting goals and deadlines and adhering to them
- j) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- k) Seeking consensus of the Sponsor as a means of resolving issues
- l) Prioritizing work to best serve the Sponsor and its goals
- m) Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>)
- n) Submitting approved P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see <http://standards.ieee.org/board/aud/index.html>)
- o) Submitting the Sponsor's annual report to the IEEE-SA Standards Board
- p) Submitting an Annual Financial Report (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups.

3.4.2 Vice Chair

The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).

3.4.3 Secretary

The responsibilities of the Secretary include

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting
- b) Distributing the agenda at least 14 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings
- c) Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually
- e) Being responsible for the management and distribution of Sponsor documentation

- f) Maintaining lists of unresolved issues, action items, and assignments
- g) Recording attendance of all attendees
- h) Maintaining a current list of the names of the voting members and distributing it to the members upon request
- i) Forwarding all changes to the roster of voting members to the Chair

3.4.4 Treasurer

If needed, the Treasurer shall

- a) Maintain a budget
- b) Control all funds, including any into and out of the Committee's bank account
- c) IEEE policies concerning standards meetings and finances
- d) Adhere to the IEEE Finance Operations Manual

4.0 Membership

4.1 Voting Membership

Each member is expected to attend meetings as required by these procedures. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) may count towards the attendance requirements.

4.1.1 Application

A request for membership shall be addressed to the Chair, indicating the applicant's direct and material interest in the Committee's work, qualifications and willingness to participate actively.

4.2 Review of membership

The Chair shall review the voting membership list at least annually. Voting members are expected to fulfill the obligations of active participation as defined in Clause 4.1. When a voting member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

4.3 Membership roster

The Secretary shall maintain a current and accurate Sponsor roster. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board, and IEEE-SA staff unless all Sponsor members have submitted their written approval for such distribution. The roster shall include the following:

- a) Title of the Sponsor and its designation
- b) Scope of the Sponsor
- c) Officers: Chair, Vice Chair, Secretary
- d) Members: for all, name, e-mail address and affiliation.
- e) For each subgroup, subgroup title, Chair, and names, e-mail addresses, and affiliations of all members.

4.4 Membership list

The Secretary shall maintain a current and accurate membership list. The membership list can be posted on the Sponsor web site and can be publically distributed. The membership list shall be limited to the following:

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Chair, Vice Chair, Secretary
- d) Members: for all, name, affiliation

5.0 Subgroups created by the Sponsor

5.1 Administrative subgroups

When one or more subcommittees are formed to expedite the administrative work of the Sponsor (e.g., AdCom, ExCom), their formation (and later disbandment) requires a majority vote of the Sponsor as defined in Subclause 7.1, and approval by the IEEE-SA Standards Board.

5.2 Other subgroups

The formation and disbandment of other subgroups other than administrative subgroups (e.g., working groups, technical subcommittees, and writing groups) require approval by a majority vote of the Sponsor. The Chair of a subgroup shall be appointed by the Chair of the Sponsor. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Sponsor. The scope, duties, and membership of all subgroups shall be reviewed by the Sponsor annually. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

1. The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).
2. The subgroup is responsible for assisting the Sponsor (for example, drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

5.3 Study Group

The Chair may form a Study Group for the purpose of developing a new PAR and determining availability of resources. This is usually done in the absence of any other group willing or able to develop a new project.

The life of a Study Group is limited to 6 months, and may be extended once for up to 6 more months with approval of the Chair of the Sponsor.

A Study Group is disbanded when it contributes its proposed PAR to the Sponsor Chair for submission to the IEEE-SA Standards Board via the IEEE-SA Standards Board New Standards Committee (NesCom).

5.4 Entity Working Groups

If a standards development group being formed has entity-based membership, the Sponsor shall:

1. Ensure that the entity standards working group adopts the baseline [Operating Procedures for Corporate Standards Working Groups](#) and review amendments to the Operating Procedures for Corporate Standards Working Groups to ensure that they are not in conflict with IEEE and not-for-profit corporation laws
2. Ensure working groups are made up of at least three (3) entity participants

6.0 Meetings

Sponsor meetings shall be held, as decided by the Sponsor Chair, or by petition of 5 or more voting members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source. A 30-calendar day meeting notice and 14 day agenda shall be distributed at least to all members. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup. Notification of the potential for action shall be included on any distributed agendas for meetings.

Please note that all IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session (see Clause 6.3).

6.1 Quorum

A quorum must be identified before the initiation of Sponsor business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in subclause 7.4. For Sponsors with less than 50 members, a quorum shall be defined as a majority of the current total membership. For Sponsors with 50 or more members, a quorum shall be defined as 10% of the current total membership or 26, whichever is greater. Members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

6.2 Conduct

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE Code of Ethics](#).

All working group participants shall comply with all applicable laws (nation-based and international) and act in accordance with all IEEE Standards policies and procedures. Where applicable, working group participants shall comply with IEEE Policies Section 9.8 on Conflict of Interest.

6.3 Executive session

Meetings to discuss personnel or business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

6.4 Meeting fees

The Sponsor may charge a meeting fee to cover the expenses of the Sponsor. The fee shall not be used to restrict participation by any interested parties. The Sponsor Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the Sponsor has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Sponsor Chair for a partial or complete waiver of the meeting fee. The Chair shall make the decision to grant such relief. These discussions will remain private.

6.5 Minutes

The minutes shall record the essentials, including the following:

1. Name of group
2. Date and location of meeting
3. Officer presiding, including the name of the secretary who wrote the minutes
4. Attendance, including affiliation
5. Call to order, Chair's remarks
6. Approval of minutes of previous meeting
7. Approval of agenda
8. Technical topics
 - a) Brief summary of discussion, pros and cons, and conclusions
 - b) Motions and actions items with name and due date
 - c) Copies of handouts
 - d) Do not include names, except for movers and seconders of motions and those who request that their negative/abstain vote is recorded, unless a roll-call vote is ordered
9. Subcommittee reports
10. Next meeting--date and location

7.0 Vote

7.1 Approval of an action

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 and 7.1.2. A majority (or two-thirds) vote is defined as either:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Sponsor responded.

7.1.1 Actions requiring approval by a majority vote

The following actions require approval by a majority vote:

- a) Formation or modification of a subgroup, including its procedures, scope, and duties
- b) Disbandment of subgroups
- c) Approval of minutes
- d) Delegation to a sub-group for Authorization of a Sponsor ballot

7.1.2 Actions requiring approval by a two-thirds vote

The following actions require approval by a two-thirds vote:

- a) Adoption of new or revised Sponsor procedures, interest categories, or revisions thereof
- b) Approval of public statements
- c) Approval of change of the Sponsor scope*
- d) Approval of termination of the Sponsor
- e) Removal of an officer except the Chair

*Following Sponsor approval, items c and d require approval by the IEEE-SA Standards Board.

7.2 Approval of moving a draft standard to Sponsor ballot

Approval for moving a draft standard to Sponsor ballot, or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the Sponsor for approval. The Sponsor may delegate approval authority and form a subgroup for this purpose. Approval to move a standard to Sponsor ballot from a subgroup requires a majority vote. This vote shall be limited to procedural issues and PAR alignment only.

Each voting member shall vote one of the following positions:

1. Approve
2. Do Not Approve (the reasons for a negative vote should be given)
3. Abstain

7.3 Proxy Voting

The Chair must be informed of all proxies prior to the start of the meeting in which the proxy is to be in effect. Any assignment of proxy shall be sent to the Chair and the member serving as the proxy via fax or written communication that contains the assigner's signature. A proxy is not valid without written acknowledgment from the Chair and the member serving as proxy of receipt of the assignment.

Any one voting member of the Sponsor may hold no more than two proxy votes in addition to his or her vote. Proxy voting is allowed only for those voting members who cannot attend the entire meeting; proxies shall not be assigned for parts of meetings. A voting member can assign his or her proxy for no more than two consecutive meetings of the Sponsor. The Chair shall announce any proxy voting to the Sponsor members at the start of the period in which the proxy is to be in effect.

Members serving as proxies may only vote on approved agenda items announced through the agenda distributed prior to the meeting. A member serving as a proxy must exercise his or her judgment as to the viability of instruction from the assigner when announced agenda items are amended or developed through the meeting process. Proxies shall not be further assigned by the member serving as proxy.

7.4 Voting between meetings

The Sponsor shall be allowed to conduct Sponsor business between meetings at the discretion of the Chair by use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of [IEEE Bylaw I-300.4\(4\)](#).

8.0 Communications

All correspondence on behalf of the Sponsor shall contain identification of the Sponsor as the source of the correspondence.

8.1 Formal internal communication

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee Chairs and the Sponsor officers.

8.2 External communication

Inquiries relating to the Sponsor should be directed to the Chair, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

8.3 Public statements for standards

All Sponsor public communications shall comply with the policies of the *IEEE-SA Standards Board Operations Manual*.

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8.3.1 Sponsor and subgroup public statements

Sponsor public statements shall not be released without prior approval by the Sponsor, which requires two-thirds vote per Clause 7.1.2 of these procedures.

8.3.2 Subgroup public statements

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the Sponsor.

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup Chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Sponsor logos.

8.3.3 Public statements to be issued by other entities

If the Sponsor wishes to go to another IEEE entity (as defined in Section 15 of the *IEEE Policy and Procedures*) to have that entity offer a public statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Upon Sponsor approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

8.4 Informal communications

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the Sponsor.

8.5 Standards publicity

The Sponsor is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause 5.1.4 of the *IEEE-SA Standards Board Operations Manual* for further instructions.

9.0 Interpretations

The procedures stated in the *IEEE-SA Standards Board Operations Manual* shall be followed.

Ver.4
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Education Society

Interpretations shall be approved by at least a two-thirds approval vote of a group determined by the *Sponsor*. Every effort should be made to ensure that the group reflects a balance of those who are materially interested.

10.0. Appeals

The Sponsor recognizes the right of appeal on procedural grounds. Technical appeals are referred back to the Subcommittee or working group. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Sponsor is performed in an identifiable manner. The appeals process shall be substantially similar to the appeals processes of the IEEE-SA Standards Board.

Education Society Report and Request

The committee

What needs to be done for IEEE Education Society Standards;

1. **Appointment** of officers by EdSoc AdCom

According to point 3.1 of IEEE Education Society Standards Procedures and Policies (P&Ps) adopted by IEEE-SA, the following colleagues are nominated:

Hamadou Saliah-Hassane Chair (Nominated by Rob Reilly)

Edmundo Tovar Vicie-Chair (Nominated by Hamadou Saliah-Hassane)

Paloma Diaz Secretary (Nominated by Manuel Castro)

Denis Gillet, Rob Reilly, Manuel Castro and Rachida are also members of IEEE Education Society Standards Committee.

3.1 **Appointment of officers:** "Officers shall be elected in accordance with the procedures of the entity that established this Sponsor. An officer may serve any number of consecutive terms. **In the absence of such procedures, the following process shall be followed. The Standards Committee officers (Chair, Vice Chair, Secretary & Treasurer (if needed)) are nominated and appointed by the Education Society Administrative Committee.** The Chair of the Standards Committee also acts as the liaison person to the IEEE-SA."

2. Our next step will be to send out, to all our members, a Call for a EdSoc IEEE-SA Study Group on "Networked Smart Educational Devices". The following call for participation will be adopted and sent out:

IEEE Education Society is committed as a sponsor to participate in standards development efforts in the field of education and particularly of educational technology. You have attached the policy and procedures adopted by the IEEE Standards Association committees. We urge you to get involved in the further work of Study Groups and Working Groups on "Networked Smart Educational Devices". In order to be able to participate, you must first be a member of IEEE Education Society as well as a member of IEEE Standards Association. If not already, you simply have to add these to your IEEE membership profile . And then send us by e-mail, your expression of interest to the chair of IEEE Education Society standards committee with, quoted in the subject line marked "Expression of Interest to participate in the development of standards IEEE Education."

Hamadou Saliah-Hassane
Chair of Education Society Standards Committee

3. **Budget for our Committee**

AdCom should be aware that we are engaged in a business demanding and exciting for the community of educators and providers of software and training materials. The presence of one or two of our members is necessary for various meetings held by common IEEE-SA. To properly build a bond of trust between actors in the process we

need a subsequent budget to cover costs relating to our communications, production of promotional material to our business as well as travel. We believe that an annual amount of \$ 10,000 available as soon as possible will help us start our business.

4. Information

AdCom shall be informed that our standards Committee managed to gain acceptance as a sponsor of EdSoc IEEE-SA. This is realized by the P & Ps Approved by IEEE-SA instances. We still have work to do and we rely on voluntary work of our members.

First report ad hoc New Initiatives Committee. The members of the Committee are:

Manuel Castro - chair
Martin Llamas - secretary
Oliver Ban
Claudio Brito
Trond Clausen
Russ Meieir
Inma Plaza
Hamadou Saliah-Hassane
Edmundo Tovar

The objectives and goal of this Committee is to develop new projects to improve the services that we provide to our Education Society member as well as to have a better view, understanding and dissemination of the IEEE Education Society and IEEE goals.

We schedule a one year framework, having in mind a time slot of 1 to 3 months to ask for proposals to people interested (chapters, students and branches, etc.). The calendar could be Call for Proposal (January), Review of Proposals (February), Negotiation of Proposals and final agreement with each one (March), and Project execution (April to November) and Final Report (1 to 15 of December) - Following the idea of the IEEE Foundation we can give the 60% of the Grant at the beginning of the project (April) and the remain 40% at the end (December).

2012 projects and remarks >>>>

* 20,000 US\$ budget

** 6,000 US\$ for new project chapters initiatives based in local activities to have a high impact in dissemination of Education Society activities in their local area and supporting them to increase the number of students and local members. There will be a call in the first month of the year and the chapters interesting must send their initiatives and will be evaluated and approved (maximum per project 2,000 US\$ - average 1,000 US\$)

** 4,000 US\$ for new projects student branches initiatives based in local activities to increase our impact inside the student activity. The student branches and chapters inside the student branches interesting must send their initiatives and will be evaluated and approved (maximum per project 1,000 US\$ - average 500 US\$)

And the rest of the 20,000 US\$ (10,000 US\$) will be open for the new initiatives that we starting to discuss inside the committee.

** Establish grant funds for participation in EdSoc conferences, probably in the way of New Faculties at FIE, but more widely and not so specific as there. This fund could be competitive and provide airfare and registration up to a maximum for 1 or 2 Assistant professors to attend an EdSoc conference: FIE, EDUCON, Region 10. I think this is a great way to market the society and get younger professors interested. We could find an appropriate title for it to give it some prestige. This could have a maximum of 4,000 US\$ to 6,000 US\$ if we provide 3 grants, one for FIE, one for Educon and one for Region 10 future conference

** One possible project is >>> Improving math, science and technology education in developing countries from pre-university through hands on workshops for educators with the collaboration of local IEEE Education members and/or student members (A kind of a EAB Teachers in service activity and

humanitarian intervention) >>> We can have a specific project proposal in this line with a fixed amount of money, around 2,000-5,000 US\$ (from one country or one chapter or higher money if they come with join Countries or Chapters)

** The main lines of the call for projects should be aligned with our Strategic Plan. All the proposals I have heard up to now, as the promotion of EdSoC Conferences in other Regions, match well

2013 projects and remarks >>>>

* elevate to 30,000 US\$ budget

** maintain 6,000 US\$ for new project chapters initiatives

** maintain 4,000 US\$ for new projects student branches initiatives

** Replicate previous project of math, science and technology education in developing countries, in other country and/or chapter, trying to include better some cooperative efforts, around 2,000-5,000 US\$

** Replicate previous grant funds for participation in EdSoc conferences, around 4,000 US\$ to 6,000 US\$ if we provide 3 grants

** Develop cooperative projects between US, EMEA and AP

The motion is to support from the AdCom the New Initiatives proposal, giving 20,000 US\$ for the 2012 projects, 30,000 US\$ for the 2013 projects, and evaluating in the 2013 FIE AdCom the initiatives to extend the project or to update then as necessary.

Manuel Castro

IEEE EdSoc Vice President