

ADMINISTRATIVE COMMITTEE MEETING MINUTES

Held in conjunction with the:
Frontiers in Education Conference
Condado Plaza Hotel and Casino, San Juan, Puerto Rico
Friday, November 12, 1999

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Minutes

Version 6-17-00

Friday, November 12, 1999

8:30 a.m. - 10:30 a.m.

Board Room 2 of the Condado Plaza Hotel and Casino

The following minutes are submitted by Secretary of the IEEE Education Society, Dave Kerns.

The Administrative Committee of the IEEE Education Society was called to order by President Karan Watson at 8:30 a.m., November 12, 1999. Introductions of all attendees followed. The [minutes](#) of the Charlotte, North Carolina meeting (June 22-23, 1999) were distributed; Dave Kerns moved approval of the minutes, Ted Batchman seconded the motion and they were unanimously adopted.

Rod Soukup presented the Treasurer's Report (seven copies of the report are on file with the treasurer). He indicated that with receipt of a check for \$22, 987.58 (which includes the \$5,000 reimbursement of our loan from the closing of FIE '98), our budget balance will be similar to that of last year. Our publication pages estimate has been reduced to 400 pages to more closely estimate our accurate count. In summary, the budget is approximately the same as last year, acceptable but without significant margin.

Ted Batchman presented the publications report. He indicated there will be a special issue of the *IEEE Transactions on Education* on assessment to be published in February. It will contain at least sixteen papers (100 pages); Jack McGourty will edit it with assistance from Sherra Kerns. A CD-ROM will be out in November. Prof. Batchman reported that we do not get page credit for papers in the CD-ROM, but we will soon have indexing with the IEEE international citations, a significant improvement. He said there are still a few unresolved problems. The IEEE is pushing to get nine months turnaround from submission to publication. We still have a few old papers submitted as far back as '96 but these are being cleared out rapidly. In summary the publications situation is improving and going well.

President Karan Watson commented on the newsletter, indicating that the schedule is back on track. She requested inputs for newsletter articles and indicated she would be willing to allocate space in the newsletter for pertinent topics. Bill Sayle asked about publishing the newsletter on the Web, which may cost an additional \$500. He also requested articles be submitted for the newsletter. President Watson described an IEEE headquarters service of making IEEE publications available on the Web. This service now costs in the range of \$12,000, but in the year 2000 it will be free. Subsequently the future cost is unknown; therefore, we may be facing a situation of offering a free service for one year, with unknown cost implications afterwards. This situation will need to be watched carefully in the future.

President Watson requested a review of FIE conferences.

FIE '99:

Dan Budny reviewed the status of the FIE '99 (San Juan, Puerto Rico) Conference. He indicated there were a record number of abstracts, over 650, and of these approximately 25 % were rejected. He reported there were 19 workshops scheduled, but 4 were cancelled at the last minute. The average number of

workshop attendees was 12 per workshop. One hundred fifty minority students have been invited to the Career Fair and preliminary registration indicates there may be approximately 570 total attendees.

FIE 2000:

Jim Roberts reported the call for papers has been mailed out, the hotel contract is signed and the rate is established at \$109 for either a single or double. The conference hotel will be the Hyatt Regency Crown Plaza in Kansas City. He reported the budget is almost finalized based on targeting 540 attendees, and they will copy the San Juan approach of using only two registration fees, \$350 and \$410. He reported they are planning two plenary speakers, one is Sir John Daniel, UK Open University, and the other is not selected yet. There will be a Thursday night reception at the Union Station and Science City for presentation of the Terman Award.

FIE 2001:

Ted Batchman reported the planning for FIE 2001 in Reno, Nevada, is proceeding well. The hotel contract is signed with a room rate of \$89 and a cap in escalation of 2 % per year. Therefore the anticipated room rate is approximately \$90. The issue of AV equipment brought into the hotel is still unresolved. Ted Batchman also noted that we need a program chair designated from the Education Society for this conference.

ICECE 99:

Hugo Figueroa reported on the ICECE conference held in Rio de Janeiro, August 11 -14, 1999. He reported there were 7 keynote speakers, 24 regular sessions, 10 invited and 130 regular papers. There were over 200 participants, over 70 participants from outside Brazil including 20 countries. The banquet and awards ceremony was highly successful. Thirty papers have been selected for publications from this conference in international journals. He indicated that all objectives for the conference were fulfilled, it was a tremendous experience, and they are looking forward to the planning of the next conference.

Melany Brito reported on the planning for ICECE 2000, scheduled for August 27 - 30, 2000 in Sao Paulo, Brazil. The information for this conference is on the conference website at www.sp.senac.br/icece2000.

A report on a conference scheduled for July 3 - 5, 2000 in Istanbul, Turkey, entitled "Information Technology Based Higher Education and Training" was presented. They are expecting approximately 200 attendees at the conference. The conference hotel will be the Hyatt Regency/Istanbul and the rate has been established at \$120 - \$130 per night. The registration fee will be less than \$400 including a banquet and possibly tours. A post conference tour will be planned.

ICEE 2001:

Trond Clausen commented on the progress of ICEE 2001, which will be held in Oslo, Norway, August 6 - 10, 2001. He indicated planning is proceeding well and the conference will be hosted by the Norwegian National Council for Engineering Education.

Kruno Hernaut described the first World Engineers Convention, to be held June 19 - 21, 2000 in Hanover, Germany.

President Watson indicated that the planned conference, ICEECEE, to be held in Davos, Switzerland, in the fall of 2001 was established with action from the EAB,

and no societies were consulted or asked to be involved. She has been assured this conference is a one-time event and is not intended to conflict with FIE in the future. Jim Roberts expressed concern that it may interfere with the international enrollment at FIE 2000.

Sherra Kerns recommended that we coordinate all Education Society related conferences and construct a central calendar on the Education Society website. President Karen Watson agreed she would set up such a website.

Marion Hagler reported on the status of awards for FIE99. He indicated the awards brochures had arrived and that Dave Kerns will moderate the program.

Several committee reports were presented.

1. Chapter Report.

President Watson indicated we currently do very little to support our chapters. She said the Education Society should discuss in the future methods by which we might promote more chapter growth, including financial assistance, speaker bureaus, etc. The Society should make a deliberate decision regarding how aggressive we would like to be in helping chapter formation.

2. Membership.

President Watson indicated our membership is currently steady, and most recent growth has been in the international area. She suggested we consider pro-active approaches if we expect membership growth. She indicated she is continuing to check on the possibility of offering membership to the Education Society without joining IEEE.

3. Ad Hoc Technical Area Committee.

Marion Hagler recommended eleven actions regarding the technical area committees. This report is attached. President Watson indicated that all the items listed except #5 have little financial impact. She suggested that we extract #5 and consider all the other actions. Vic Shutz made a motion to approve this recommendation with item #5 omitted. The motion was seconded by Dave Kerns with a friendly amendment that Item #1 had been approved in the previous meeting. The motion was unanimously approved. President Watson will study Item #5 further and consider the financial implications of this action.

President Watson presented the president's report. She indicated there are two "hot" issues: 1) the branding of the IEEE logo, and 2) financial models used for IEEE budgeting.

She said these items are under heavy discussion at the IEEE board meeting going on concurrently with this meeting and she will report on these items as soon as more information is available. She indicated there is no new financial model in which the small societies come out ahead. The most likely new model would provide a year or two to adjust to the new model, and may involve exceptions to ensure the financial health of small societies.

The election of officers for the 2000 calendar term was then conducted by President Watson. The nominating committee proposed the following officers to serve for a second term:

President: Karan L. Watson, Texas A&M
Vice President: Marion O. Hagler, Texas Tech

Secretary: David V. Kerns, Olin College
Treasurer: Rodney Soukup, Nebraska

AdCom nominations for the term 2000, 2001, 2002 include:

Okyay Kaynak: Bogazici University
James Sluss II: University of Oklahoma

Bill Sayle recommended acceptance of the nominating committee's report; this motion was seconded by Vic Shutz and adopted unanimously.

The meeting was adjourned by President Watson at 10:30 a.m.