

IEEE Education Society
June 2023 Board of Governors Meeting
26 June 2023 | Hybrid – Hilton Baltimore Inner Harbor Hotel in Baltimore, Maryland

In Person Attendees: Martin Llamas Nistal, Leonard Bohmann, Kenneth Reid, Laura Bottomley, Arnold Pears, John Mitchell, Melany Ciampi, Rosa Vasconcelos, Hamadou Saliah-Hassane, Diane Rover, Jill Nelson, Tony Maciejewski, Meriel Huggard, Luis Felipe Zapata-Rivera

Virtual Attendees: Manuel Castro, Edmundo Tovar, Babak Dastgheib-Beheshti, Ana Luna, Diana Andone, Maria Feldgen, Karen Panetta, James Sluss, Gary Wong, Russ Meier

Staff: Margaret Raabe

Guests: Sai Prashanth Mallellu, Pali Singh, Steve Watkins, Lisa Huettel, Ann Sobel, Carina Gonzalez, Minjuan Wang, Andreas Dengel, Lesleigh Campanale, John Barr, Claudio de Rocha Brito

1. Call to Order and Roll Call – Llamas Nistal

Llamas Nistal called the meeting to order at 1:30 PM EST.

Llamas Nistal offered a welcome to the IEEE Education Society (EdSoc) Board of Governors (BoG) and guests. Llamas Nistal asked each attendee to introduce themselves.

2. Meeting Procedure – Raabe

Raabe provided an overview of the in person and virtual meeting operations and voting procedure.

3. Approval of Past Meeting Minutes – Llamas Nistal

MOTION: Martin Llamas Nistal moves to approve the meeting minutes from the Board of Governors meeting on 9 October 2022. Ciampi seconds. Motion passes.

4. Approve Meeting Action Agenda – Llamas Nistal

MOTION: Martin Llamas Nistal moves to approve the action agenda for the 26 June 2023 Board of Governors meeting. Vasconcelos seconds. Motion passes.

5. Approve Meeting Consent Agenda – Llamas Nistal

MOTION: Martin Llamas Nistal moves to approve the consent agenda for the 26 June 2023 Board of Governors meeting. Ciampi seconds. Motion passes.

6. President's Report – Llamas Nistal

Firstly, Llamas Nistal reviewed the completed activities by the president the first months of the year from January – June 2023.

Llamas Nistal gave a brief overview of the information received from IEEE pertaining to the new IEEE Fellows Cohort Evaluating Committee guidelines including the deadline to nominate members to the Cohort from the Society by 1 September 2023.

Llamas Nistal reviewed the new IEEE Climate Change Committee he aims to create in 2023.

Llamas Nistal reviewed all upcoming plans for action for the remainder of 2023. Some of these anticipated action items include:

- Investigate the possibility of changing the student fee to join the IEEE Education Society to \$1
- Create a Climate Change Committee within the Society
- Update the flagship conference information and focus on governing rules for all conferences
- Update the public facing information on our Journals

MOTION: Martin Llamas Nistal moves to have the first Board of Governors meeting of the year held within the EDUCON conference and the second within the FIE conference. Exceptionally the first annual board meeting may be held at EDUNINE and the second at LWMOOCS or TALE. In that case, it has to be approved by the BoG at least one year before. Vasconcelos seconds.

Discussion occurred regarding the financial, environmental, and scheduling impacts of this change.

Meier and Sluss recommended that this motion be tabled until reviewed by the Constitution and Bylaws Committee.

Llamas Nistal stated the benefits of moving the meeting to one of our own Financially Sponsored Conferences.

Bohmann inquired about the budgetary allowance of this chance. Maciejewski informed the board that the first pass of the 2024 budget will likely occur in July, and the final in August.

Russ and Pears suggest the addition of two virtual meetings to our existing two in-person meetings each year. Discussion occurred on this idea.

Ciampi stated the importance of considering the international makeup of the board and to consider the travel implications of remaining in the United States at a conference that is not sponsored by the IEEE Education Society.

MOTION: Arnold Pears moves to table this motion to the October 2023 Board of Governors Meeting. Sluss Seconds. Motion Tabled.

MOTION: Martin Llamas Nistal moves to create an IEEE Education Society award for the best doctoral thesis in engineering education, contingent on the IEEE Education Society Awards Committee and IEEE TAB ARC approval. Ciampi seconds. Motion passes.

Meier noted that this motion is to commission the IEEE Education Society Awards Committee to work to prepare this award to IEEE standards. Meier noted the IEEE Awards process takes about a year to complete and implement into the Society awards cycle.

Bohmann noted that the IEEE website has an incorrect scope and listing for our awards.

ACTION ITEM: Margaret Raabe will reach out to IEEE to correct the IEEE Education Society awards listing on IEEE website.

MOTION: Martin Llamas Nistal moves to implement a clause in all IEEE Education Society Memorandum of Understanding documents that includes a 16% discount on registration for Education Society members and an 8% discount for all other IEEE members. Ciampi seconds.

Rover and Maciejewski spoke to the financial implications this discount.

De Rocha Brito stated that the IEEE EDUNINE conference has had this discount for a couple of years.

Meier states that a 20% discount is required by IEEE.

Discussion occurred about the financial implications, value of the discount to the Society's membership and percentage of the discount.

Zapata-Rivera suggested that the motion be changed to associate this Society discount with IEEE required discount verbiage.

Huggard proposed a friendly amendment to change the verbiage to "0.9 times the IEEE base registration fee" to allow for the discount to change with any IEEE changes. Discussion on change in discount verbiage occurred.

Llamas Nistal accepted a friendly amendment to the motion to read:

MOTION: Martin Llamas Nistal moves to implement a requirement in all IEEE Education Society Memorandum of Understanding documents that implements a conference rate of 0.9 times the IEEE base registration fee for IEEE Education Society members. Ciampi seconds. Motion passes.

Coffee break 3:30 – 3:45

MOTION: Martin Llamas Nistal moves to extend the IEEE Education Society June Board of Governors meeting by 1 hour, ending at 6:00 PM EDT. Ciampi seconds. Motion passes.

MOTION: Martin Llamas Nistal moves to re-order the agenda to move the presentations by Diane Rover and Tony Maciejewski to follow the President's Report. Ciampi seconds. Motion passes.

MOTION: Martin Llamas Nistal moves to amend the IEEE Education Society bylaws to add the Strategic Planning Committee. Ciampi seconds. Motion passes.

The new section will be written as follows:

"Section 11.12 Strategic Planning: The Strategic Planning Committee shall be responsible for the strategic planning of the Education Society, in the short and long term. This committee shall consist

of all current officers (President, President-elect, Past-Presidents (Junior and Senior), all VPs, secretary and Treasurer) and a representative (preferably the Chair) from the Finance Committee, the Standards Committee, the Constitution and Bylaws Committee, the Young Professionals Committee and the Women in Engineering Committee. The President-elect shall serve as the Chair of this committee.”

7. Treasurer Report – Maciejewski

Maciejewski summarized the status of the IEEE budget process and timeline, in addition to the available funds via the 50% and 3% rule.

Maciejewski noted that there was an investment funds loss in 2022.

Meier stated that the financial implication of discounted registration without a gain of new attendees will affect the Society’s available funds. Discussion occurred.

BoG/Representatives Reports

8. Finance Committee Chair Report - Rover

Rover provided a summary from the financial report providing an explanation of where the fund for the new initiative process come from.

Rover summarized the new initiatives process from this year from the first-round call for new initiative projects which included a Finance Committee review, an ExCom review of recommended proposals and now BoG vote.

MOTION: As chair of the Finance Committee, I Diane Rover, move to approve the following seven new initiative projects recommended by the Finance Committee and supported by the Executive Committee: 4, 9, 11, 13, 14, 26, 38. Motion passes.

Sobel asked if the submissions can come from Board members. Rover stated that submission can come from anyone in the Society. Rover said that this process was created as a way to capture all requests from BoG and the whole society to requests funds.

Rover noted that many projects did not qualify to the parameters of this call and that the second 2023 call include a more detailed description of what qualifies for these funds.

Sobel asked what happens if the funds are not used by the deadline of the end of the year. Rover stated that if the funds are not used, it stays in the Society reserves untouched.

Reid made a point of clarification that this motion is just approving the use of funds, not how the submitter implements the initiative. Rover agreed with Reid’s understanding and noted that the Board can make suggestions but the execution is responsibility of submitters.

Maciejewski provided a point of clarification that all of these projects can be submitted again in the next cycle and can receive funds from through this initiative for up to three years.

Discussion occurred regarding ideas pertaining to some of the initiatives.

9. Operations Report – Raabe

Raabe updated the BoG on the 2023 CCLLC/EdSoc Operations Calendar including actions taken in quarters one and two.

Raabe provided an outline of the upcoming operational calendar and other projects for the remainder of 2023. This included a summary of IEEE Day 2023, the ongoing partnership with the IEEE Teaching Excellence Hub, the upcoming elections, awards process and October 2023 meetings at IEEE Frontiers in Education conference. All details can be found in the Operations Report.

Officer Reports

10. Jr. Past President Report – Tovar

Tovar provided a summary of what has been completed in 2023. Tovar provided an update regarding the actions of the Nominations Committee and made note of an upcoming eVote to approve the BoG slate in the coming days.

Tovar stated the plan for the Officer election process that will take place in the coming months before the October BoG meetings.

ACTION ITEM: Ann Sobel asks the Board to consider nominating members for IEEE Transactions on Education Associate Editors for this year.

MOTION: Edmundo Tovar moves to add 'Board of Governors must be of higher membership grade than student member to be eligible.' to the IEEE Education Society bylaws. Bohmann seconds. Motion Tabled.

Tovar stated that the need for this motion is due to the reception student applications in the current election cycle. Tovar noted that the guidelines for membership level in leadership roles is not outlined in the Society's bylaws. Tovar highlighted that IEEE has requested we define clearly the eligibility of the people to these roles.

Maciejewski stated that without evaluation and support by the IEEE Education Society Constitution and Bylaws committee, the motion cannot be voted on by the Board of Governors.

Discussion occurred regarding procedure and the pro's and con's of including Graduate Student grade into the verbiage.

John noted that the IEEE Education Society bylaws on IEEE website are out of date.

ACTION: Margaret Raabe will email IEEE to request the IEEE Education Society Constitution and Bylaws are updated on the IEEE website.

Tovar agreed to table both motions regarding bylaw changes until reviewed by the IEEE EdSoc Constitution and Bylaws Committee.

MOTION: Edmundo Tovar moves to add 'Officers must be of higher membership grade than student member to be eligible.' to the IEEE Education Society bylaws. Motion Tabled.

11. Old Business – Llamas Nistal

12. New Business – Llamas Nistal

Castro introduced John Barr to present on the IEEE New Initiative Committee (NIC).

Barr introduced himself and reviewed the history and purpose of the NIC

Barr highlighted that if there are any new program, new service or new project ideas that the NIC may be able to assist with financial support.

Barr outlines the proposal requirements, projects the NIC cannot fund, how to apply, the steps and timeline of the process, and answered questions regarding specific proposal ideas. The full presentation can be found on the NIC Report and in the meeting recording.

Discussion occurred regarding possible proposal ideas, the approval process and successful NIC projects.

13. Meeting Adjourn – Llamas Nistal

MOTION: Martin Llamas Nistal moves to adjourn the June 2023 Board of Governors Meeting. Pears Seconds. Motion passes.

The meeting adjourned at 5:53 PM EDT.

The reports can be found [here](#).