

**IEEE Education Society  
Fall Board of Governors Meeting  
22 October 2021 | Zoom**

**Attendees:** Edmundo Tovar, Tony Maciejewski, Melany Ciampi, Martin Llamas Nistal, Arnold Pears, Claudio da Rocha Brito, Jim Sluss, Russ Meier, Steve Watkins, Manuel Castro, Rosanna Chan, Maria Feldgen, Meriel Huggard, Mark J.W. Lee, Jill Nelson, Sorel Reisman, Diana Andone, Rebecca Strachan, Hamadou Saliah-Hassane, Rosa Maria Vasconcelos, Karen Panetta, Henrique Santos

**Staff:** Madison Musselman and Taylor Boortz

**Guests:** Carina Gonzalez, Leonard Bohmann, Christian Guetl, John Mitchell, Lisa Huettel

### **1. Roll Call – Tovar**

Tovar offered a welcome to the IEEE Education Society (EdSoc) Board of Governors (BoG) and guests and each attendee introduced themselves.

### **2. Housekeeping – Musselman**

Musselman provided an overview of the virtual meeting operations and voting procedure.

### **3. Approve Meeting Consent Agenda – Tovar**

**Motion:** Tovar moves to approve the IEEE Education Society Board of Governors 22 October 2021 Meeting Consent Agenda. No 2<sup>nd</sup> Needed. Motion passes.

### **4. Approve Meeting Action Agenda – Tovar**

**Motion:** Tovar moves to approve the IEEE Education Society Board of Governors 22 October 2021 Meeting Action Agenda. No 2<sup>nd</sup> Needed. Motion passes.

### **5. President's Report – Tovar**

Tovar welcomed the new BoG members and thanked the outgoing BoG members and officers.

Tovar presented on the Society's governance-related activities, including the IEEE Technical Activities Board (TAB) Society and Council Review Committee (SCRC) Review Report and the Society's Strategic Plan. Tovar is planning to put the recommendations from the SCRC into the Society's Strategic Plan.

**Action Item:** All Society Officers to make any updates to their Strategic Plan by 10 November and send the updated version to Tovar.

Once all Strategic Plan updates are received, Tovar will finalize the document and send it to the Strategic Planning Committee for approval. Once the document is approved, it will be submitted to Conference Catalysts (CCLLC) so a strategic plan graphic can be created.

Tovar also presented the current Society Membership numbers. Since June 2021, the Society gained 156 new members. 69 of the new members are female, and 96 of the new members are from region ten. These numbers show the impact of strategic outreach done by the Society.

Tovar presented the Society's collaboration-related activities. The Society has been assisting the IEEE Learning Network (ILN) with reviewing courses.

During the IEEE ILN Course Review project, the Society collected 212 reviewer applications and assigned 57 reviewers to 30 ILN courses. The Society Operations Team has received very positive feedback regarding this project.

An additional society collaboration activity is IEEE Education Week. The Society's Operations Team sent out a call for Education Week activity proposals and received six proposals. These proposals will receive a final evaluation by Russ Meier and Steve Watkins and will then be sent to IEEE Educational Activities for inclusion in the Education Week program.

A final EdSoc collaboration-related activity is the Society's partnership with IEEE DataPort. This collaboration is an advantage to EdSoc authors because more citations are received on articles with the DataPort integration. Tovar has worked with IEEE DataPort to have a new content category on Education and Learning Technologies.

Tovar also presented an update on the Society's Operations Management Contract with CCLLC. After discussion with several officers and approval from the Society's Finance Committee, the decision was made to increase the CCLLC Operations Management contract from ten hours to 16 hours in 2022. This increase will allow Musselman and Boortz to assist the Society with additional activities/initiatives in the future.

## **6. Operations Report – Musselman and Boortz**

Musselman provided an update on the Society's Operations. Musselman recently added a new member to her team, Taylor Boortz, who will be assisting with Education Society-related work.

Musselman provided an update on the Society's operational activities from July to October and gave an overview of the operations-related actions that will take place before 31 December.

Musselman presented her operational goals for 2022, which included: having a set hybrid BoG meeting schedule developed and sent out to the BoG before 31 January, increasing Society Standing Committee communication and involvement, hosting a Chapter Summit with the VP Membership and Chapter's Committee Chair, continuing to assist with the Society's partnerships with the IEEE Education Activities Board (EAB), and finding more ways to engage members/offer more volunteer opportunities.

Boortz shared a preview of the IEEE Education Society Membership Video.

## **7. VP for Publications Report – Pears**

Pears presented the Society's publication portfolio status.

The *IEEE Journal of Latin American Learning Technologies* (IEEE-RITA) recently appointed a new Editor-in-Chief (EiC), Carina González. The publication performing well with 24 papers published this year and a 19-week submission to publication time. IEEE-RITA is now appearing in the JCR from Clarivate Analytics.

The *IEEE Transactions on Education* (ToE) is performing well, with 39 papers published in 2021 and 22 papers scheduled for 2022. The submission to publication time is around 32 weeks. In

2022 the page count has been increased to 500. Pears invited John Mitchell to be re-appointed for another term as EiC of ToE, beginning in 2022 and is waiting for his acceptance.

The *IEEE Transactions on Learning Technologies* (TLT) is performing reasonably well, with 31 papers published in 2021. Pears has invited Mark J.W. Lee to be re-appointed for another term as EiC, beginning in 2022, and is waiting for his acceptance.

The IEEE Education Society Access Section is performing very well with 21 articles published so far in 2021, and six are currently in review.

The main issue in the Society's publications portfolio at this time is the submission to publication time for TLT, which is around 75 weeks. This delay has caused a bottleneck with negative impacts.

Pears summarized the publications-related comments from the Society's SCRC Review.

Pears also presented some publications-related competitor trends, including syndicating services and pre-print aggregation services that are emerging into the publications market. Pears stated that it has become increasingly important for the Society to create bridges between its major conferences and journals, including beginning to offer access to pre-registration and data-hosting repositories.

Discussion was held on the ways to bridge the gap between the Society's publications and conferences.

## **8. Jr. Past President, Nominations Committee, and Awards Committee Report – Meier**

Meier provided an overview of his involvement within the IEEE Education Society, the IEEE EAB, and IEEE Eta Kappa Nu (HKN).

As Junior Past President and Society Awards Co-Chair, Meier presented the 2021 Society Awards at the 2021 Frontiers in Education Conference and recognized any 2020 awardees who attended the conference in person.

Meier recommended the creation of a Fellow Elevation Support Committee in addition to our Fellow Evaluation Committee to help with potential IEEE Fellows with reference letters and support in the fellow elevation process.

[Action Item: The Education Society Operations Team to consider the creation of a Fellow Elevation Support Committee for the 2022 year.](#)

Meier presented the composition and process of the 2021 IEEE EdSoc Nominations Committee. The committee was composed of 12 geographically and gender-diverse members. The nominations committee evaluated the 23 proposals for BoG Members-at-Large and selected eight candidates for the 2022-2024 slate. Around 20% of the Society's members voted in the BoG election.

[Action Item: The Education Society Operations Team to work with Rosa Maria Vasconcelos to use the regional participation statistics to guide targeted outreach for the 2022 election.](#)

The nominations committee also evaluated the nominations received for the IEEE EdSoc 2022-2023 Officer Positions. Nine officer nominations were received and six were placed on the relevant ballots.

## **9. TAB Committee Representative Report: Women in Engineering Report – Huettel**

Huettel provided an overview of her contributions as the IEEE EdSoc Women in Engineering (WIE) Society representative. The WIE Committee has a monthly telecon and quarterly telecons for all of the Society representatives. During these telecons, discussions were held on WIE membership development, volunteer engagement, the history of WIE, and planning for the WIE 25<sup>th</sup> anniversary celebration. In addition, the WIE pledge was updated and the Society/Council liaison positions were discussed.

Huettel gave an overview of the WIE 25<sup>th</sup> Anniversary Celebration program. The Education Society submitted a nomination for the Extraordinary Sciences by Extraordinary Women seminar series, which is a part of the anniversary celebration.

IEEE EdSoc adopted the Women in Engineering pledge at the July 2021 BoG meeting. There are currently about 25 societies that have adopted the pledge. The WIE committee is working on developing some best practices documents that will be shared with the Society once completed.

[Action Item: Musselman to add the Education Society's commitment to the Women in Engineering Pledge to the Education Society website.](#)

## **10. Technical Committee on Immersive Learning Environments Report – Guetl**

Guetl presented on the current status and activities of the IEEE Education Society Technical Committee on Immersive Learning Environments (ILE-TC). The ILE-TC was approved for formation at the July 2021 BoG Meeting. Since their approval, the committee has worked to build a core leadership team and began inviting members to join the TC.

Additionally, the ILE-TC leadership team worked to develop some TC Bylaws that were submitted for approval by the EdSoc BoG, and also submitted an EdSoc Outreach Initiative Funding Request Form.

Guetl also provided an overview of the TC's objectives, leadership team, and structure, planned TC activities, and their member recruitment strategy.

[Action Item: Musselman to invite all Society Technical Committee Chairs to give reports at the Society's biannual Board of Governors Meetings.](#)

## **11. Approval of the Technical Committee on Immersive Learning Environments Bylaws – Sluss**

**Motion: Sluss moves to approve the Technical Committee Bylaws as submitted by the IEEE Education Society Technical Committee on Immersive Learning Environments. Lee 2<sup>nd</sup>. Motion passes.**

Discussion was held on this motion. A recommendation was made to revise the Society Bylaws to reflect the policies and procedures written in the ILE-TC Bylaws.

## **12. Constitution & Bylaws Committee Report – Sluss**

Sluss presented the governance-related recommendations from Society's SCRC Review. The recommendations included: adding a Young Professionals representative as a voting member of our BoG, considering overall term limits for members of the BoG, and reaching out to other

Societies for information on how to reach out to their members with educational resources from EdSoc.

Sluss also recommended a future revision to Society Bylaw Section 10.1 to align it with the policies and procedures regarding member and officer appointments written in the ILE-TC Bylaws.

### **13. Treasurer & Finance Committee Chair Report – Maciejewski, Rover**

Maciejewski gave an overview of the Society's finances. In 2020, the Society can spend, 50% of their previous year's operational surplus (\$310k) and 3% of their reserves (\$2.8 million). These reserves can be thought of as an endowment.

Maciejewski reminded the BoG that increasing the Society's reserves isn't correlated with the Society's mission. Instead, using the reserves to fund initiatives should be the Society's goal.

The Society will make about \$104k more than expected in 2021, resulting in an operational surplus of around \$180K for 2021.

Maciejewski presented the 2022 fiscal budget for approval. There were increases in the Society Administrative Support costs, but most of the other budgeted line items are similar to previous years, with small changes to page counts and conference budgets.

Action Item: All BoG Members to notify Maciejewski of any 2022 operational budget initiative proposals as soon as possible.

### **14. Approve the 2022 IEEE Education Society Budget – Maciejewski**

Motion: Maciejewski moves to approve the 2022 IEEE Education Society First Pass Budget. Meier 2<sup>nd</sup>. Motion passes.

### **15. Break – Tovar**

Begin Executive Session

### **16. Election Procedure – Meier**

Meier provided an overview of the IEEE Education Society 2021 Officer Election Procedure.

Action Item: Musselman and Meier to add text to the Call for Nominations reminding candidates that they are eligible and encouraged to self-nominate for the 2023-2025 election cycle.

### **17. Officer Elections – Meier**

Elections for the following positions took place through candidate video presentations, followed by live question and answer sessions, and a five-minute discussion period; results are listed:

- 2022-2024 Secretary: Gary Wong was elected by the majority via secret ballot.
- 2022-2024 Vice President for Conferences & Workshops: Melany Ciampi was elected by the majority via secret ballot.
- 2022-2024 Vice President for Publications: Arnold Pears was elected by the majority via secret ballot.

End Executive Session

## **18. New Business and Discussion – All**

Discussion was held on initiative/project proposals for the remainder of 2021 and 2022. The Society still has around \$20k to spend in 2021. Any money that is not spent by the end of 2021 will go back into the Society's reserves.

Watkins announced the Teaching Excellence Hub Virtual Panel Event that is taking place on 9 November 2021. The Teaching Excellence Hub is a collaboration between EdSoc and IEEE EA.

## **19. Adjourn – Tovar**

The meeting was adjourned at 4:20 PM EDT.

## **20. Meeting Resources**

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