

**IEEE Education Society
Board of Governors Meeting
Thursday, 5 November 2020
Zoom**

Attendees: Russ Meier, Edmundo Tovar, Melany Ciampi, Claudio da Rocha Brito, James Sluss, Martin Llamas Nistal, Henrique Santos, Arnold Pears, Steve Watkins, Lisa Huettel, Alan Cheville, Elio Sancristobal, Rosanna Chan, Maria Larrondo Petrie, Manuel Castro, Mark Lee, Jill Nelson, Rob Reilly, Rebecca Strachan, Meriel Huggard, Diane Rover, Hamadou Saliah-Hassane, Rosa Maria Vasconcelos

Staff: Brittian Parkinson and Madison Musselman

Guests: Babak Dastgheib-Beheshti, Henry Chan, Anthony (Tony) Maciejewski, Sasha Nikolic, Diane Andone

1. Roll Call – Meier and Parkinson

Meier offered a welcome to the Board of Governors (BoG) and guest attendees.

Parkinson conducted a roll call.

2. Housekeeping – Parkinson

Parkinson provided an overview of the virtual meeting operation and voting procedure.

3. Approve Meeting Consent Agenda – Meier

MOTION: Russ Meier moves to approve the IEEE Education Society Board of Governors 5 November 2020 Meeting Consent Agenda. Jim Sluss 2nd. Motion carries.

4. Approve Meeting Action Agenda – Meier

MOTION: Russ Meier moves to approve the IEEE Education Society Board of Governors 5 November 2020 Meeting Action Agenda. Arnold Pears 2nd. Motion carries.

5. President's Report – Meier

Meier addressed the BoG and indicated appreciation for their continued efforts during the COVID-19 pandemic.

Meier began the President's Report by providing the BoG with an overview of the Society's Operations Management contract with Conference Catalysts. Meier provided an update on the Operations Team's involvement within the Society from June-November 2020; which included managing the operationalization of the Society's communications to members, the Society's awards and nominations procedures, the Society's membership retention, recruitment, and engagement efforts, and the Society's collaboration with other Organizational Units (OU)'s.

Meier provided an update on the completed portion of the Society's governance and operational plan.

Meier updated the BoG on the operational actions completed from June-November 2020 and the ongoing timelines for continued improvement within the Society's conferences, educational activity initiatives, governance review and updates, meetings and agendas, and publications.

[ACTION ITEM: Henrique Santos to compile all Society-sponsored conference data and send it to Russ Meier for use in the Society's state-of-health report.](#)

6. Frontiers in Education 2020 Report – Pears

Pears provided an overview of Frontiers in Education (FIE) 2020 virtual conference.

Pear provided updates on the conference's total number of submissions which included: 774 abstracts, 35 panels, and a number of special session, workshop, and poster submissions.

Pears updated the BoG on FIE's acceptance rates, which were 58% overall, 50% for full papers, 58% for work in progress papers, 33% for workshops, and 70% for special sessions. Pears indicated the conference's number of submissions by country, which were highest in the United States, Brazil, and Sweden.

Pears presented that the conference had nine parallel sessions held over three full days. 21 thematic discussions were held throughout the conference which encouraged attendees from around the world to network through a shared interest in specific topics.

Pears provided an overview of the conference's two keynote speakers, which included Dr. Christina Lampe-Önnerud, and Dr. Rajesh Kannan Megalinga, who was awarded the 2020 IEEE Undergraduate Teaching Award.

Pears recognized and gave thanks to the FIE 2020 Technical Program Committee and logistics and support team.

Pears summarized that FIE 2020 was attended by around 550 delegates (98% of the registered attendees), and that attendees averaged around 11 hours each within the virtual platform.

Pears presented that at this time, the conference's budget is at a \$6,000 deficit, but negotiations with the conferences other financial sponsors may result in an overall surplus.

Sluss congratulated Pears and the FIE 2020 team on a successful virtual conference

7. Introduction to EiC Emeritus Motion – Pears

Pears provided an introduction to Vice President (VP) for Publications' Editor-in-Chief Emeritus motion, which would allow any EdSoc EiC who served for the maximum number of years to be eligible for the title EiC Emeritus, given that they are willing to continue serving in an advisory role within the journal editorial board. Responsibilities would include assisting in deliberations on journal policies and special issue topics/proposals when invited to do so by the current EiC.

Pears summarized that any EdSoc EiC who is eligible for the EiC Emeritus title and is willing to continue serving the journal will be reviewed by the Publications Committee at the end of their second term. If the committee believes the EiC should be recommended for Emeritus appointment, they will notify the Society President for approval and official appointment.

8. Officer Elections – da Rocha Brito (Executive Session)

Da Rocha Brito provided an overview of the IEEE Education Society 2020 Officer Election Procedure.

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:

- President Elect: Martin Llamas Nistal was elected by the majority via secret ballot.
- Vice President of Membership and Geographic Activities: Rosa Maria Vasconcelos was elected by the majority via secret ballot.
- Vice President of Educational Activities: Steve Watkins was elected by the majority via secret ballot.
- Treasurer: Anthony (Tony) Maciejewski was elected by the majority via secret ballot.

9. Editor-in-Chief, Emeritus Motion – Pears

Pears provided a brief overview of the Editor-in-Chief, Emeritus motion.

Pears presented:

- Pros: recognition of outstanding contributions to our publications, increase and secure access to expertise from prior EiC's for current EiC's and the Publications Committee
- Cons: potential for many EiC Emeritus to accumulate over time
- Financial implications: none, or small if a commemorative plaque is associated with induction into the cohort of EiC's Emeritus, at most three plaques every six years
- Timeline: processes and duties to be drafted and introduced in Q2-2021, induction of the first title holders would be in Q3-2021 and Q2-2022

MOTION: Arnold Pears moves to establish the title "Editor-in-Chief, Emeritus" for the Society publications ToE, TLT, and RITA. The title is to be conferred by the society President upon those Editors-in-Chief who have served two full terms and are subsequently endorsed for the title by the Publications Committee. The Publications Committee is charged to draft new text for the Society's policy and procedures to describe the appointment process and duties of "Editors-in-Chief Emeritus". Rob Reilly 2nd. Motion carries.

ACTION ITEM: IEEE Education Society Publications Committee to draft new text for the Society's policy and procedures to describe the appointment process and duties of Editors-in-Chief Emeritus.

10. End of Year Remarks – Meier and Tovar

Meier provided an overview of the general Society state-of-health throughout his presidency. Meier shared that in 2019, the Society was experiencing significant financial issues, Meier indicated that during the past two years, several strategic choices were made to strengthen the Society financially.

Meier presented these choices, they included the implementation of phased membership due increases, an inquiry into tiered-membership packages, the investment of time and resources to membership development, recruitment, and retention, the diversification of Society products and services, the addition of Society Open Access opportunities, collaborations with IEEE Education Activities Board (EAB) and other IEEE OU's on revenue-generating products, reductions in the publications expense line items, and additional Society expense reductions. Meier informed the

BoG that the strategic actions listed above were able to save the Society \$74,000 USD in 2019 and allowed the Society to begin 2020 with a more positive financial outlook.

Meier recommended that the BoG continue expanding on and improving the strategic actions put in place from 2019 to 2020 to help the Society continue to grow and prosper.

Meier gave an overview of the major accomplishments that have occurred in the past two years, including improvements in Society's operations and member engagement, educational activities, publications, technical activities, and an overall increase in the number of Society members.

Meier presented the IEEE Developing Nations membership discount as a potential way to increase Society membership and member retention.

[ACTION ITEM: Russ Meier, Edmundo Tovar, Brittian Parkinson, and Madison Musselman to continue the investigation into the IEEE Developing Nations Membership Discount. Tovar and Meier to decide if the participation in the programs should be presented to the BoG as a formal eVote before the December 2020 deadline.](#)

Meier thanked the BoG for their support throughout his presidency and presented the Education Society leadership thank you gift package.

Meier announced Madison Musselman will take over as the lead society Operations Manager in 2021.

Meier informed the BoG of the Presidential transition plan which includes the incorporation of Tovar into the Society's weekly operations meetings, an orientation with the President Elect and Operations Team, and a presidential transition meeting in December of 2020.

[ACTION ITEM: Brittian Parkinson and Madison Musselman to schedule a society operations orientation meeting with Edmundo Tovar before the end of 2020.](#)

[ACTION ITEM: Russ Meier to schedule a presidential transition meeting with Edmundo Tovar before the end of 2020.](#)

Tovar thanked Meier for his professionalization of the Society and all of the work he has done for the Society throughout his presidency.

Tovar presented two of the challenges the Society will face in the coming year, which included the completion of the Society Strategic Plan and the completion of the All Society Review.

Tovar encouraged the BoG to continue in the path that has been established in the past two so that the Society can continue growing its membership and influence within and outside of IEEE.

Tovar acknowledged Meier and the Society's Operations Team for their hard work throughout the year and thanked all of the BoG members, standing committee chairs, and EiC's for their continued work and support.

11. New Business – Meier

[ACTION ITEM: Mark Lee to prepare and submit a two-page proposal for the Technical Committee on Learning Engineering to Russ Meier and the Operations Team before December 2020.](#)

ACTION ITEM: Maria Larrondo Petrie to work with Russ Meier to get the Latin American and Caribbean Consortium of Engineering Institutions (LACCEI) MoU signed and sent to IEEE for approval by the end of 2020.

12. Meeting Adjourn – Meier

The meeting was adjourned at 10:19 AM EST.