

IEEE Education Society
October Board of Governors Meeting
9 October 2022 | Hybrid - Radisson Blu Hotel in Uppsala, Sweden

In Person Attendees: Edmundo Tovar, Tony Maciejewski, Martin Llamas Nistal, Arnold Pears, Russ Meier, Manuel Castro, Diana Andone, Rebecca Strachan, John Mitchell, Diane Rover

Virtual Attendees: Melany Ciampi, Claudio de Rocha Brito, Steve Watkins, Karen Panetta, Maria Feldgen, Meriel Huggard, Jill Nelson, Rosa Vasconcelos, Gary Wong, Leonard Bohmann, Jim Sluss

Staff: Madison Musselman and Margaret Raabe

Guests: Kai Pan Mark, Sai Prashanth Mallellu, Jun Shen, Mani Mina, Maria M. Larrondo

1. Call to Order and Roll Call – Tovar

Tovar called the meeting to order at 9:15 AM CEST (GMT+2).

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

2. Housekeeping – Musselman and Raabe

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

3. Approve Meeting Consent Agenda – Tovar

MOTION: Edmundo Tovar moves to approve the IEEE Education Society Board of Governors 9 October 2022 Meeting Consent Agenda. Meier seconds the motion. Motion passes.

4. Approve Meeting Action Agenda – Tovar

MOTION: Edmundo Tovar moves to approve the IEEE Education Society Board of Governors 9 October 2022 Meeting Action Agenda. Meier seconds the motion. Motion passes.

5. President's Report – Tovar

Firstly, Tovar thanked the outgoing BoG members and officers for their time and service.

Secondly, Tovar recognized all the past presidents of the Society noting that their leadership has yielded a long and fruitful history for the Education Society. Tovar also thanked Meier for his work to make the Society a more professional entity. Tovar also thanked Castro for his continuous support and contribution regardless of the position that Castro occupies.

Tovar noted that since this meeting is the last time he would be preside over this BoG, he had the duty to be accountable for the achievements obtained during his term. These accomplishments were completed in collaboration with the BoG and as a result of the partnership with the Operations Management team at Conference Catalysts, LLC (CCLLC). He discussed the pillars of his presidency that were organized by principles that, he felt, a good government should meet. The pillars Tovar discussed are bulleted below:

- Pillar 1: "Establishing the Responsibilities of Each Role within the Society"

- This was achieved by documenting the roles using the same verbiage as the Letters of Appointments, and by appointing new representation positions in TAB.
- Pillar 2: “Focusing Strategy”
 - This was achieved by obtaining final approval of the strategic plan document that will be a reference for the Society's operations as well as a starting point for its updating, improvement and new revisions in the future. This document was completed by a successful Society review, with the recommendations of the Society Review Committee.
- Pillar 3: “Ensuring Conformity with IEEE and Society Rules”
 - This was achieved by ensuring conformity in both the development of the Strategic Plan, and in the alignment with policies and different TAB committees strategies.
- Pillar 4: “Ensuring Respect for the Human Factors of our Membership”
 - This was achieved by the addition of the IEEE Diversity Statement to the Education Society Constitution and Bylaws. By the creation of reduced membership rates for IEEE Day, and by the participation in the IEEE Multi-Society Discount Program. Tovar highlighted the new sections in the EdSoc newsletter, which include a Chapter Spotlight and Fellow/Senior Member Recognition section.
 - Tovar also noted that knowing the reality of our membership, we continued to be involved through participation in all virtual and in-person events representing the Society.
 - Tovar reminded on EdSoc participation in the IEEE Learning Network (ILN) Course Review Project and the Society's participation in IEEE's first-ever Education Week or highlighting the Society's collaboration with IEEE DataPort, established to support EdSoc having an Open Data Policy.
- Pillar 5: “Ensuring Necessary Levels of Performance”
 - Tovar explained the importance of the creation of the Education Society Operations Manual, managed by CCLLC, and should be complete by the end of 2022. The Operations Manual will provide an overview of the responsibilities of each Society officer and committee and offer step-by-step instructions for the ongoing procedures, as the Society's awards, election cycles, and meeting planning.
 - Tovar explained that all officers, in addition to defining their strategic goals for their areas, must also create action plans that support each goal.
 - Tovar highlighted the initiative to identify IEEE and internal data source, as a first step towards an organization governed by data.

Pears inquired about who receives the quarterly reports from IEEE that contain publication analytics in addition to the Editors-in-Chief of each publication and the Vice President of Publications.

[ACTION ITEM: Madison Musselman and Arnold Pears to discuss the best way to share and track the data each EdSoc Publication Editor-in-Chief receives in their quarterly publication report from IEEE.](#)

Pears inquired about whose responsibility it is to review and regulate the data on IEEE DataPort to ensure it complies with the new General Data Protection Regulation (GDPR) requirements.

Rover stated that the GDPR requirements for data accessed in a member-only database differ from the standard data-access regulations. Discussion occurred on the new GDPR regulations.

ACTION ITEM: Madison Musselman and Margaret Raabe to confirm the IEEE's recommendations related to the new General Data Protection Regulation (GDPR) regulations and report their findings to the BoG.

Tovar asked for a moment of silence for Jeff Froyd, past Editor-in-Chief of the *IEEE Transactions on Education* (ToE) publication.

Tovar thanked the essential and professional work of Madison Musselman and the Operational Team during these two years and showing its growing importance in the future of the Society.

Tovar extended a warm welcome to the President-Elect, Llamas Nistal being at his disposal.

6. Junior Past President, Nominations Committee, and Awards Committee Report – Meier

Meier summarized his Society involvement as the Junior Past President.

Meier announced the upcoming EdSoc participation at the 2022 IEEE Eta Kappa Nu (IEEE-HKN) Student Leadership Conference on 29 October 2022. Meier described his involvement as Junior Past President and explained the importance of the IEEE-HKN, the EdSoc-sponsored panel, and its focus on students.

As the Society's Awards Chair, Meier informed the BoG that he would announce the 2022 EdSoc Society Award recipients at the 2022 Frontiers in Education (FIE) Conference Banquet on 10 October 2022.

ACTION ITEM: Interested Education Society officers to let Russ Meier know if they are willing to assist with the EdSoc Panel at the 2022 IEEE-HKN Student Leadership Conference as soon as possible.

ACTION ITEM: Madison Musselman and Margaret Raabe to create an action plan for improving the Education Society's website marketing and search engine optimization.

Meier introduced the upcoming motion to accept a new award: "Bhagawandas and Rajani Lathi Award for Excellence in Electrical Engineering Textbooks," and summarized its intent to encourage excellence in teaching engineering at the secondary level.

Meier updated the EdSoc and IEEE Education Activities Board (EAB) website collaboration, the IEEE Teaching Excellence Hub (TEH). Mina mentioned that the India Chapter has an active and impressive version of the TEH and suggested that the Society reach out to the leadership team.

Pears expressed concern that the information in the TEH is at risk of allowing its material to become stale by the nature of being a blog forum.

ACTION ITEM: Russ Meier calls for participation from the BoG in the IEEE Teaching Excellence Hub to assist in alleviating the need to combat out-of-date information.

ACTION ITEM: Russ Meier to relay recommendations from the Board of Governors regarding the marketing of the IEEE Teaching Excellence Hub to the Teaching Excellence Hub Steering Committee. These suggestions include targeting requests for submissions, further email communications regarding submissions, and Google search engine optimization.

Meier announced the upcoming IEEE Education Week 2023, which will occur from 2 April to 8 April 2023.

ACTION ITEM: Madison Musselman and Margaret Raabe to send a call for participation in the 2023 IEEE Education Week to all of the Education Society Officers, BoG Members, EiCs, Technical Committee, Standing Committee, and Chapter Chairs in December 2022.

Meier presented background information on the proposed Bhagawandas and Rajani Lathi Award for Excellence in Electronic Engineering Textbooks. The Lathi family would fund the proposed award through the IEEE Foundation. The IEEE Foundation reached out to the Education Society to see if the Society would be interested in managing the operational aspects of the award.

MOTION: Russ Meier moves to approve the Education Society management of the Bhagawandas and Rajani Lathi Award for Excellence in Electronic Engineering Textbooks. Castro Seconds. Motion Passes.

ACTION ITEM: Russ Meier to bring recommendations from the BoG to the sponsors of the Bhagawandas and Rajani Lathi Award for Excellence in Electronic Engineering Textbooks. The BoG defined three suggestions to consider. The first recommendation is to address in the description of the award if the textbooks need to be in English to be accepted. The second recommendation is to clarify if there will be funding for the award recipients to attend FIE. The third recommendation for consideration is if the award money should be a lump sum or split into award funds and travel stipend funds.

7. Operations Report – Musselman and Raabe

Musselman updated the BoG on the CCLLC/EdSoc Operations Calendar regarding actions taken in quarter three. These included the completion of the BoG and officer election cycles, the awards cycle, and the two BoG meetings.

Musselman presented the Operations Manual and confirmed that the document would be complete by the end of the year.

ACTION ITEM: Madison Musselman asks those who have not submitted the data collection information requested by Edmundo Tovar for this meeting to do so at the earliest convince.

ACTION ITEM: Madison Musselman and Margaret Raabe are to post portions of the October newsletter as social media posts and consider continuing that practice moving forward.

ACTION ITEM: Madison Musselman and Margaret Raabe to add hashtags to all social media posts moving forward.

Raabe provided an overview of the IEEE Day 2022 campaign and the new EdSoc newsletter.

Musselman provided a summary of the remaining tasks for the operations team to be completed in quarter four of 2022.

Musselman announced that Raabe would serve as the Education Society's main Operations Manager moving forward.

Officers/BoG/Representatives Reports

8. Treasurer Report – Maciejewski

Maciejewski summarized the Society's 2022 budget surplus, reserves, and operational budget.

Maciejewski reviewed the submitted 2023 budget and outlined the timeline for the IEEE budgeting process.

Rover highlighted that leftover 2022 initiative funds are still available and would need to be approved and spent in 2022.

Pears inquired about budgeting for upcoming Open Access changes in the EdSoc publications pipeline. There was a discussion regarding Open Access.

9. Transactions on Learning Technologies (TLT) Report – Shen

Shen, Associate Editor of the *IEEE Transactions on Learning Technologies* (TLT), provided the TLT report. Shen presented a proposed scope change for the publication.

Pears reminded the BoG that a scope change would need board and TAB approval. There was a discussion on the scope change.

ACTION ITEM: Jun Shen to bring recommendations from the board to Minjuan Wang for consideration. Recommendations included removing the words “migrant communities” and the table in the proposal before the TAB presentation.

MOTION: Arnold Pears moves to lead the negotiation of a scope change and ensure that it is in line with the revisions mentioned at this meeting. No objections. Motion passes.

ACTION ITEM: Arnold Pears will recirculate the revised scope change for TLT to the BoG before the next BoG meeting.

10. Young Professionals Committee Report – Prashanth Mallelu

Prashanth Mallelu presented the Young Professionals Committee report.

Prashanth Mallelu proposed the following motions:

Motion 1: IEEE Education Society Leadership Summit 2022

“IEEE Education Society Leadership Summit 2022 moves to benefits to engage and encourage in availing the member benefits”

Motion 2: IEEE Education Society STEP Event

“To Organize IEEE STEP event in collaboration with IEEE Kerala Education Society to ignite on Student to YP Transition”

Motion 3: IEEE Education Society Special YP Session at Tale Conference

“To Organize YP Special Track with respect to IEEE Tale Conference 2022 at Hong Kong”

Motion 4: IEEE Education Society YP Joint Initiative Fund 2022

“IEEE Education Society YP Joint Initiative Fund 2022 moves to benefits to engage and encourage in availing the member benefits”

Tovar announced that the BoG would table these motions to allow the BoG to review the motions further and ensure proper procedure.

ACTION ITEM: Madison Musselman will follow up with Sai Prashanth Mallelu regarding the BoG’s decisions regarding the following motions that were brought to the board: Motion 1: IEEE Education Society Leadership Summit 2022, Motion 2: IEEE Education Society STEP Event, Motion 3: IEEE Education Society Special YP Session at Tale Conference, Motion 4: IEEE Education Society YP Joint Initiative Fund 2022.

11. Old Business – Tovar

No old business.

12. New Business – All

No new business.

Begin Executive Session

Musselman and Raabe presented Tovar with an outgoing president gift, certificate, card, and Past President pin on behalf of the BoG.

13. Overview of Election Procedures – Meier

Meier provided an overview of the IEEE Education Society 2022 officer election procedure.

Meier presented on the composition and processes of the 2022 IEEE EdSoc Nominations Committee.

Meier announced the results of the Board of Governors (BoG) Member-at-Large (MaL) election that closed prior to this meeting. The elected BoG MaL include Hamadou Saliah-Hassane, Ana Luna, Laura Bottomley, and Jill Nelson.

Meier informed the BoG that one of the BoG MaL elected to the 2023-2025 class is also running for an Officer position. If this person were to be elected to the Officer position, the position in the BoG would become vacant. The President will then appoint another candidate to fill the BoG position.

14. 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:

- 2023-2024 President-Elect: Arnold Pears was elected by the majority via secret ballot.
- 2023-2024 Treasurer: Anthony Maciejewski was elected by the majority via secret ballot.
- 2023-2024 Vice President for Educational Activities: Hamadou Saliah-Hassane was elected by the majority via secret ballot.
- 2023-2024 Vice President for Membership & Geographical Activities: Rosa Vasconcelos was elected by the majority via secret ballot.

End Executive Session

Meier made regards concerning the end of his role on the BoG.

Pears recommended that the EdSoc BoG consider moving away from self-nominations for elections and awards and toward encouraging nominations.

Tovar commented on the end of his role as President and thanked the BoG for the assistance that was provided during his term.

Tovar offered congratulations to elected members of the EdSoc BoG and officer positions.

Tovar announced that the next Education Society Board of Governors meeting will occur in Baltimore, Maryland, USA, in June 2023.

15. Adjourn – Tovar

MOTION: Edmundo Tovar moves to adjourn the 9 October 2022 IEEE Education Society Board of Governors Meeting. Pears Seconds. Motion Passes.

The meeting adjourned at 3:20 PM CEST (GMT+2).

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