IEEE Education Society Board of Governors Meeting
Hybrid | Hyatt Regency Minneapolis | Minneapolis, Minnesota, USA
27 June 2022

Attendees: Edmundo Tovar, Rosa Marie Vasconcelos, Steve Watkins, Tony Maciejewski, Diane Rover, Melany Ciampi, Luis Felipe Zapata Rivera, Arnold Pears, Martin Llamas Nistal, Gary Wong, Claudio da Rocha Brito, Arnold Pears, Jill Nelson, Rob Reilly, Mark J.W. Lee, Jim Sluss, John Mitchell, Karen Panetta, Manuel Castro, Maria Feldgen, Meriel Huggard, Sorel Reisman

Guests: Pali Singh, Minjuan Wang, Sai Prashanth Mallellu

Staff: Madison Musselman and Margaret Raabe

1. Introduction and Roll Call – Tovar

Tovar welcomed the IEEE Education Society (EdSoc) Board of Governors (BoG) to the meeting and conducted a roll call of the BoG members.

2. Approval of Consent Agenda – Tovar

Motion: Edmundo Tovar moved to approve the June 2022 IEEE Education Society Board of Governors Meeting Consent Agenda. Russ Meier 2nd. Motion passed.

3. Approval of Action Agenda – Tovar

Motion: Edmundo Tovar moved to approve the June 2022 IEEE Education Society Board of Governors Meeting Action Agenda. Russ Meier 2nd. Motion passed.

4. Approval of Past Meeting Minutes – Tovar

Motion: Edmundo Tovar moved to approve the October 2021 IEEE Education Society Board of Governors Meeting minutes. Russ Meier 2nd. Motion passed.

5. President's Report – Tovar

Tovar welcomed the new and returning EdSoc BoG Members, Standing Committee Chairs, and IEEE Technical Activities Board (TAB) Diversity and Inclusion (D&I) Committee Representatives.

Tovar provided an overview of the EdSoc 2021-2022 strategic planning process. The latest version of the strategic plan document was approved by the BoG via eVote in early June 2022. The Society's Strategic Plan will be continuously reviewed and updated as needed.

Action Item: Madison Musselman to create a flyer summarizing the IEEE Education Society's Strategic Plan by August 2022.

Tovar also presented a summary of his presidential priorities, which include: continually updating the EdSoc Strategic Plan, creating a Society Operations Manual, and collecting data from each Society activity area.

6. Operations Report – Musselman

Musselman provided an overview of the EdSoc operational activities that were completed during January-June 2022 and summarized the operational activities that will be completed in July-October 2022, which included: preparing for and organizing the 2023-2025 BoG Election and 2023-2024 Officer Elections, preparing for and organizing the October 2022 BoG meeting, preparing the 2022 Award Recipient materials and presentation for the Frontiers in Education Conference (FIE), and releasing the second membership newsletter.

Musselman introduced Margaret Raabe to the BoG. Margaret is a Junior Operations Manager at Conference Catalysts (CCLLC) and will be assisting Musselman with Education Society-related work.

Musselman presented the locations for the 2023, 2024, and 2026 IEEE FIE Conferences.

- 2023 – College Station, Texas, USA
- 2024 – Nashville, Tennessee, USA
- 2025 – To be determined
- 2026 – Cyprus

7. Vice President of Educational Activities Report – Watkins

Watkins summarized the Vice President (VP) of Educational Activities work that occurred in 2022. Currently, the 2022 Society Awards cycle is in progress and the award winners will be announced at the 2022 FIE Conference.

Watkins also informed the BoG that he is working on getting the EdSoc Distinguished Lecturer Program active again and has approved a few talks for 2022. In addition, work is being done to organize webinars and online events for EdSoc, including webinars with the IEEE Educational Activities Board (EAB) and other IEEE Organizational Units (OU's).

Action Item: Madison Musselman to update the "Society Webinars" page on the Education Society website to include all upcoming webinars and links to on-demand recordings of past talks by the end of July.

Watkins gave an update on the IEEE Teaching Excellence Hub (TEH). The TEH site is up and running, but the site needs additional submissions and could use more volunteers. Watkins recommended increasing the Society's operations management contract with CCLLC to include some support for the TEH.

Action Item: Madison Musselman to send the Education Society-related IEEE DataPort category section to Steve Watkins for inclusion in the IEEE Teaching Excellence Hub (TEH) by the end of July.

Action Item: All Education Society Board of Governors Members to submit content to the IEEE Teaching Excellence Hub (TEH) as made available.

8. Finance Committee and Treasurers Report – Maciejewski and Rover

Maciejewski provided an overview of the Society's finances and IEEE finance-related terminology. The Society is doing well financially and the BoG should remember that EdSoc's main revenue source is the intellectual property that it creates, evaluates, and disseminates.

Maciejewski and Rover presented an update on the 2023 Society budget timeline.

Budgeting Timeline for Year "N"

- May -
    - Page counts for year N+1 budget due
    - Audited financials for year N-1 available (FM14)
- Mid-July - First Pass budget for year N+1 provided to Society
- August - Society returns updated First Pass budget for year N+1 including initiative spending
- September - IEEE reviews consolidated year N+1 budget
- October - IEEE Finance Committee endorses year N+1 budget
- November - IEEE Board of Directors approves year N+1 budget
- December 31 - Must spend out all items in budget year N

Maciejewski and Rover proposed a series of EdSoc financial planning meetings for 2023-2024. The proposed meeting schedule included:

- A spring meeting to determine available funds and ideas, discussion, and planning for strategic use of the funds.
- A summer meeting for discussion of initiative ideas and planning for the next year's operational budget.
- A fall meeting to review the budget status for the upcoming year and the spending for the current year, and to have formal or informal status/outcome reports for funded special projects.

Maciejewski and Rover presented some potential Treasurer and Finance Committee motions for discussion.

- A motion to repeat 2021's call for outreach initiatives (around $20,000).
- A motion to add additional time to the CCLLC operations management contract for support of the IEEE Teaching Excellence Hub ($2-3,000).
- A motion to provide some travel support for Officers to attend BoG Meetings (around $41,000) and a motion to provide some travel support for BoG Members to attend BoG Meetings (around $24,000).

Maciejewski and Rover opened the floor for additional recommendations. Recommendations included: providing funding to the IEEE Smart Villages Project, moving all of the Society's financially sponsored conferences' Clearing House Websites to a new platform, and hiring CCLLC for conference management support.

Action Item: All Education Society Board of Governors Members to send Tony Maciejewski and Diane Rover any additional ideas they have for 2022 Education Society initiative funding as soon as possible.

9. Vice President of Conferences and Workshops Report – Ciampi

Ciampi stated that one of the main objectives of EdSoc is to provide valuable resources of high quality to enhance society members' professional development. Currently, this goal is being accomplished through the Society's actions, projects, and conferences that are happening in different regions throughout the world.

As the VP of Conferences and Workshops, Ciampi is the conference chair of EDUNINE 2022, the Co-Chair of EDUNINE 2023, the VP of the EDUNINE Steering Committee, and a member of the FIE, EDUCON, TALE, and LWMOOCs Steering Committees.

In addition, 15 technically co-sponsored conference applications have been approved by the society for 2022.

Lastly, Ciampi provided an update on EDUNINE 2022 and presented the future EDUNINE locations.

- EDUNINE2023 will be in Bogotá, Colombia
- EDUNINE2024 will be in Guatemala City, Guatemala
- EDUNINE2025 will be in Montevideo, Uruguay

10. Senior Past President Report – da Rocha Brito

Brito provided an update on the Sr. Past President's activities, which included assisting with the organization of EDUNINE 2022 and 2023; and working on a new business project proposal for the society, a Global Academic/Professional Training Recognition Agency with Prof. Jim Sluss and Prof. Melany Ciampi.

11. Vice President of Publications Report – Pears

Pears presented the candidates for the *IEEE Transactions on Learning Technologies* (TLT) Editor-in-Chief (EiC) position.

Motion: Arnold Pears moves to approve Minjuan Wang as the Editor-in-Chief of the I*EEE Transactions on Learning Technologies*. Rob Reilly 2nd. Motion passed.

12. Technical Committee on Immersive Learning Environments Report (TC-ILE) – Wang

Wang provided an update on the TC-ILE's 2022 activities. A TC-ILE Google Drive has been created for all members to use. In addition, a TC-ILE kick-off meeting was held in March 2022 and a hybrid TC meeting/workshop was held in Vienna, Austria at iLRN 2022.

TC-ILE has formed interest groups from its 32 members. The interest groups include:

- TC-ILE has Technology and Metaverse in XR for ILE
- AI in ILE
- Human Factors in ILE
- Education in ILE
- Standardization in ILE

TC-ILE's research activities include the participation in and support of an Immersive Learning Survey and the support of a Special Session Call for Papers on Artificial intelligence, Cross Reality, and Digital Twins in Education (ARTiE9) at ICL 2022.

Action Item: Madison Musselman to contact IEEE about adding a link on the Education Society's membership catalog page to join the Society's technical committees by the end of July.

13. Young Professionals Representative Report – Mallellu

Mallellu presented the scope of the EdSoc Young Professionals (YP) Committee, which is to provide members who have an interest in the IEEE-designated fields or related professions with opportunities for educational, technical, and professional development, emphasizing the value of continuing IEEE membership.

If successfully implemented, the goals of the YP committee are to:

- Improve young volunteers' sense of belonging to EdSoc and their sense of recognition.
- Improve activity reporting and increase the visibility of EdSoc YP events and programs.
- Understand the engagement level of YPs in IEEE and EdSoc.
- Predict purchasing and participation behavior and identify patterns.
- Track behaviors on which to develop programs to address the needs and wants of members.
- Identify successful volunteers and enable them to advance their volunteering career in IEEE.

Mallellu presented the EdSoc YP activities plan for 2022, which included:

- Planning a workshop for students and fellow members in collaboration with industry experts in July 2022;
- Planning a YP talk series in August 2022/ September 2022;
- Organizing a "Fire Side Chat" with the IEEE EdSoc Leadership Team, involving the chapters and their YPs to engage members – this would be planned as part of the IEEE Day celebrations;
- Creating contests and blogs on IEEE Education Website from October 2022 – November 2022;
- And, planning a collaboration event with HAC/Sight in December 2022.

Action Item: Sai Mallellu to complete the Education Society Initiative Funding Request Form for the proposed Education Society Young Professionals Committee activities.

14. Diversity and Inclusion (D&I) Representative Report – Singh

Singh summarized IEEE and TAB's diversity statements, policies, and committees.

So far in 2022, Singh has completed the following D&I activities on behalf of the Society:

- Viewed the February 2022 TAB webinar on IEEE D&I activities.
- Met with Dalma Novak and Kristen Russell to discuss IEEE D&I initiatives on March 22nd.
- Attended a Villanova University College of Engineering D&I meeting in April 2022.
- Reviewed the IEEE TAB D&I reports.
- Received and reviewed survey data from earlier D&I initiatives held by EdSoc.
- Received and reviewed demographic data on the IEEE EdSoc membership.

Action Item: Madison Musselman to send the breakdown of gender by region for the Education Society to Pritpal Singh by the end of July.

15. Jr. Past President/ Nominations Committee Chair Report – Meier

Meier presented the 2023-2025 EdSoc BoG Member-at-Large (MaL) Election Slate for approval. Candidates included: V.R. Singh, Kenneth Reid, Mario Chong, Ana Luna, Hamadou Saliah-Hassane, Jill Nelson, Elio San Cristobal, and Laura Bottomley.

Motion: Russ Meier moved to approve the IEEE Education Society Board of Governors Member-at-Large 2023-2025 Slate as follows: V.R. Singh, Kenneth Reid, Mario Chong, Ana Luna, Hamadou Saliah-Hassane, Jill Nelson, Elio San Cristobal, and Laura Bottomley. Edmundo Tovar 2nd. Motion passed.

Meier encouraged the EdSoc BoG to get more involved with the Society's activities including the IEEE TEH and the Society's partnership with IEEE-HKN. Meier also recommended that EdSoc volunteers become authors in the TEH and dedicate time to supporting the site and recommended sponsoring IEEE-HKN's Student Leadership Conference.

16. Meeting Adjourn – Tovar

The meeting was adjourned at 5:00 PM CDT.