IEEE Education Society Board of Governors Meeting

Held at the 2015 ASEE National Conference and Exhibition

October 23, 2015

Voting Members
In Attendance (Bold)
Absent (Italics)

1. Jim Sluss (President)
2. Claudio Rocha-Brito (President elect)
3. Oliver Ban (Secretary)
4. Leonard Bohmann (Treasurer)
5. Rob Reilly (Sr. Past President)
6. Manuel Castro (Jr. Past President)
7. *Seyed Hossein Mousavinezhad (VP MGA)*
8. Edmundo Tovar (VP EA)
9. Russ Meier (VP Conferences & Workshops)
10. Martin Llamas Nistal (VP Publications)
11. Mani Mina (BoG Member-at-Large)
12. *Lisa Huettel (BoG Member At Large)*
13. Hamadou Saliah-Hassane (BoG Member-at-Large & Standards Chair)
14. *Deepak Garg (BoG Member-at-Large)*
15. Alan Cheville (BoG Member-at-Large)
16. Melany Ciampi (BoG Member-at-Large)
17. Victor Nelson (BoG Member-at-Large & Const-Bylaws Chair)
18. *Lance Perez (BoG Member-at-Large)*
19. Rosa Maria Vasconcelos (BoG Member-at-Large)
20. Diane Rover (BoG Member-at-Large & Finance Chair)
21. *Okyay Kaynak (Member-at-Large)*
22. Kai Pan Mark (Member-at-Large)

Other Guests in Attendance

1. Jeffrey Froyd, IEEE Transactions on Education Editor-in-Chief
2. James Rowland, Fellows Committee Chair
3. Ed Jones, Awards Committee Chair
4. Maria Larrondo Petrie

A table of Action Items follows these meeting minutes.

1. Welcome and Introductions — James Sluss
    a. James Sluss called the meeting to order promptly at 9:00 a.m.
    b. Introductions were made.
    c. Attendance list circulated.
    d. A quorum of voting members was established.
2. Approval of Agenda — James Sluss

a. Motion to approve – Nelson
b. Second – Reilly
c. Motion passes
3. Approval of the Minutes from previous BoG/AdCom meeting — James Sluss
a. Motion to approve – Bohmann
b. Second – Ban
c. Motion passes
4. Presidents Report — James Sluss
a. A full report was present to the Board of Governors before the meeting.
b. Sponsorship request for the IEEE Undergraduate Teaching Award
i. Dave Conner sent email requesting the Society take up this request.
ii. Sluss Seeks BoG opinion
iii. Financial commitment is $5000 overhead + $10000 honorarium per year
iv. Reilly suggest this be passed to the Awards Committee
v. Reilly suggest that the Society offers the name that the award will be named after. IEEE rules require that the name be a deceased member that should have been an active participant in the Society.
vi. Treasurer reports that if this was implemented next year, it would put us in a deficit of $10,000. This would not be that bad as we have a lot of excess funds but it would cut back on our discretionary funds next year.
vii. 2017 onward it would become part of the standard budget line request which would lower discretionary funds available for other line items.
viii. It would not affect New Initiatives because that does not come from the regular line items.
ix. Reilly notes that he believes we already fund this award. And that there is a balloon cost every fifth year to case the medals for five years.
x. Ed Jones notes that his understanding is a little different. He believes we have been paying for the medals but not the honorarium. The fundamental differences if we went ahead with Dave Conner's suggestion would be that the Society would name the award and now line-item the honorarium.
xi. Sluss makes executive decision to refer to Awards Committee for study and recommendation. ==Action Item==: Ed Jones (Awards Committee): Study the Dave Connor request, the current status of funding, the needed budget lines, a proposed name, etc. and report back to the committee no later than the June 2016 Board of Governors and earlier if possible.
c. Policy toward spending special initiative funds to support travel to ASEE/FIE for collocated committee meetings
i. Sluss notes that sitting Board of Governors are award that Society does not pay for travel to ASEE and FIE.
ii. This year, there is a co-located meeting of the Standards committee. The question came up: Can the special initiatives funds be used to support travel to FIE and then attend the Board of Governors meeting.
iii. Reilly notes that "if we pay a Board member to come here – even if it is for another reason – no other Board member is being reimbursed."
iv. Reilly notes that globalization of IEEE suggests that the Society examine a line item budget to cover "overage above some limit" to help support travel to Board of Governors meetings.
v. Meier notes that a $25000 budget line-item would allow $1000 support for all Board of Governors members.
vi. Saliah-Hassane notes that the call for special initiatives did not have any mention about monetary limits, travel restrictions, etc. Notes that this discussion relates to a Standards Committee member and himself. Agrees that this is a challenge but they are not really requesting to pay to come to FIE but instead to the committee meeting held at FIE.
vii. Meier notes that all committees could decide to hold co-located meetings thus opening the door for all members of the Board of Governors to have support to attend.
viii. Meier notes that it may be time for the Finance Committee and the Executive Board to begin an analysis of the impact of funding Board of Governors travel to some extent per year.
ix. Vic Nelson notes that our Bylaws do not currently prohibit us from forming policy to support travel.
x. Bohmann notes that this year the Standards Committee has a $7500 line-item for the year.
xi. Motion to approve travel reimbursement for the Standards Committee Chair to attend the Standards Committee meeting at FIE2015 (this year only) even though that Chair is a Board of Governors member: Reilly

<li style="list-style-type: none;">
<ol type="i" start="12">
Second: Castro
Rover asks how other standards committees handle the process of reimbursement.
Reilly notes that we have never funded Board member travel. This is a unique case this year. But, the Standards Committee is an active committee that has started to meet at FIE. We will be setting a precedent and agrees with Meier that it may be time to look at a policy change for travel reimbursement for Board members. Within IEEE, some Boards do pay, some Boards do not. But we have more committees now that are active so we may need to make this long-term change.
Meier asks how new line items are funded. Bohmann responds that retained revenue (reserves) can only be used for special projects and not for general operating expenses funded by dues, conference revenues, paper sales and periodicals. This year, our operating expenses lines were about $117,000 so a $25,000 increase is approximately 20%.
Sluss calls the question by closed ballot.
Result: Motion Passes

d. Section 7 of the Bylaws state "7. Publications: The Society shall sponsor such publications as are recommended by the Publications Committee and approved by the Board of Governors. The President, with the advice and consent of the Board of Governors, shall appoint the editor for each publication." Sluss asks the advice and consent of the Board of Governors.

<ol type="i">
Motion to reappoint Jeff Froyd as Editor-in-Chief: Bohmann
Second: Mina
Melancy Ciampi notes he is doing a great job.
Alan Cheville notes that as an Associate Editor he thinks Jeff is doing a great job.
Meier notes that the changes to the Scholarship categories, the training workshops, the reduction in backlog, etc. have been outstanding.
Sluss calls the question with a closed vote.
Result: Motion Passes

e. Recommendations for Webmaster: Sluss believes there should be a Webmaster that interfaces day-to-day with Conference Catalysts and seeks recommendations at your leisure.

5. Division Director Report – Rob Reilly
   a. A full report was submitted to the Board of Governors in advance of this meeting.
   b. Notes that there are really two sides of IEEE: the Societies and the Corporate level.
   c. Notes that there are many interesting things he wasn't aware of at the Corporate level like protecting IEEE standards revenue in patent applications and patent grants.
   d. In this Division there are 7 Societies. He attends Society Board Meetings. Directors then go to IEEE Board Meetings.
   e. Our Division is an eclectic bunch of Societies. Our Division Societies often need to reach out to the larger Societies to do joint events, co-located events, etc.
   f. Some Societies are not going to be able to rely on membership. The Societies must determine what their Society will be like if it no longer just membership driven.
   g. IEEE takes money out of Society revenue. This overhead is pulled before distribution to the Society. IEEE is now responding to requests from the Societies to examine that process and the overhead pull to transparently report where the money is going.
   h. Another trend is outside contractors. The Board is investigating the cost of services across publications. The variance is huge across Societies.
   i. People are good at managing budgets, but revenue streams are really corporate things. Monitoring in the front end of the stream is a priority that all Societies should be working on rather than just focusing on the end of the stream.
   j. Finance Committees in Societies manage budgets, but Boards of Governors manage revenue streams. That should be part of the Society Strategic Planning process: thinking about the revenue streams as a whole.
   k. Reilly thanks the group for all of the past collaborations and notes he is enjoying seeing everyone again after a time away from this committee.

6. Nominating Committee Report – Manuel Castro
   a. Board of Governors Election was held electronically for Members-at-Large.
      i. Maria Larrondo Petrie, Rosanna Chan, and Steve Watkins were elected for three-year terms.
      ii. Diane Rover was re-elected to a second term.
   b. This year there were 15 nominations, 8 were placed on the ballot, 4 were elected by 22% of our membership. This is an increase of 2% over our first experience with electronic balloting. (699 votes).
   c. Elections for Vice Presidents and Secretary will occur at the end of this meeting.

    d.   Next year there will again be four members-at-large positions available. Three current members will be eligible for re-election.

7.   Standard Committee Report – Hamadou Saliah-Hassane
    a.   A full report was submitted to the Board of Governors prior to this meeting.
    b.   Standards Committee was established in 2010. The are currently 17 members on the committee.
    c.   The first standard is "A Standard for Smart Educational Learning Devices", submitted in January 2012
    d.   Next standard is "A Standard for Online Labs", currently in development.
    e.   Both standards are "individual standards" rather than "group standards" built in cooperation with other organizational units.
    f.   Since the work started, he has managed more than 3000 emails.
    g.   Pre-conference workshops and working group meetings have been held at EDUCON 2013 Berlin, EDUCON 2014 Istanbul, FIE 2014 Madrid, GOLAB project meeting in Punta Gorda
    h.   A committee member has spent three months with Saliah-Hassane in Montreal to finalize the work. A paper on the first draft of the "A Standard for Online Labs" will be presented at the working group meeting this afternoon. This standard is gaining interest from many stakeholders including industry and educators.

8.   Finance Committee and Treasurer's Report – Diane Rover and Leonard Bohmann
    a.   Balance sheet as of September 30 is up around $25,000 at just over $1.1 million.
    b.   Projection forecast is that we expect to spend $43,000 more than our revenue streams. This deficit will likely be less than that but should still be negative. This is a good thing because IEEE has been telling us our retained earnings are too high so we need to run deficits for a few years.
    c.   Four special projects have been approved since the last board meeting
       i.   FIE clearinghouse website redesign
       ii.   Workshops in Ireland
       iii.   Distinguished Lecture website
       iv.   Scholar 1 integration for IEEE RITA
    d.   Budget for 2016 was submitted on time on July 16. Final approval from IEEE is expected sometime in the next couple of week. Three special projects were continued:
       i.   Scholar 1
       ii.   Engineering for the Americas
       iii.   Discovering Open Educational Resources.
       iv.   Reilly notes that having too much money in reserves is a problem! Thus, it is good to see the Society spending money on special projects.
    e.   Issues on developing the budget
       i.   Timeline ran well with prompt responses.
       ii.   But, they feel the timeline should be adjusted a bit to allow more time for Board of Governors to fully review and discuss.
       iii.   Based on the IEEE target budget submitted to us by IEEE in June and our response deadline of July 16 is too short of a time frame really for us to work.
       iv.   Finance Committee seeks a change to the timeline so that budget requests are reviewed even in advance of the target budget.
       v.   Meier: Motion to adjust budget request deadline to April 1 of each year.
       vi.   Second: KP
       vii.   Result: Motion carries.
    f.   Finance Committee also asks if June Board of Governors meeting should really only be discussion with electronic vote following in the few weeks after the meeting.
       i.   Reilly notes that we always have very short time for meetings compared to other Societies. Perhaps the Society should consider longer meetings or moving toward electronic votes.
       ii.   Nelson clarifies that electronic votes and conversations can be held on any issue.
       iii.   Ban also notes that we should be providing remote access to meetings.
       iv.   Bohmann agrees and notes that we should think about this in the future.

9.   Fellow Committee – Jim Rowland
    a.   A full report was submitted to the Board of Governors prior to this meeting.
    b.   Nominees were evaluated, ratings were forwarded, IEEE Fellows Committee response will be made in late November when the new fellows class is announced.
    c.   Committee chair is appointed each year by the Society President and committee members are appointed by the chair. There are up to 10 members and at least five must evaluate each application.
    d.   The system matrix was changed again this year (it changes every year), blocks anyone that has a conflict of interest. One of the committee members had already written a letter for one of the nominees and was thus blocked from participating in that review. Nominators should ask Rowland the list of

committee members so that appropriate references can be chosen for each nominee to avoid conflict of interest.

    e. Committee members are now not be allowed to make a change once they put the rating in. There is no longer a "draft" stage in the system matrix.

    f. The Society has been very successful in its Fellows packages. We are hitting just slightly above the IEEE average (37%) – we are closer to 39%.

10. Vice President of Publications Report – Martin Llamas Nistal
    a. A full report was submitted to the Board of Governors prior to this meeting.
    b. IEEE Transaction on Education impact factor in Journal Citation Report has decreased a bit.
    c. Jeff Froyd notes that he has been working to improve communication about paper type and quality. Last year it went up, this year it went down. The primary reason may be the special issue on robotics education that published last year. Our ability to publish high quality papers depends on our ability to find high quality authors! The Society should be working to nurture our author base.
    d. <mark>Action Item</mark>: Froyd will prepare an impact factor report that shows the impact factor fluctuations over time. Deadline: June 2016 Board of Governors meeting.

11. Vice President of Conferences Report – Russ Meier
    a. A full report was submitted to the Board of Governors prior to this meeting.
    b. Key points from the report: Conference year (October – September) finished with surplus revenue returned to the Society $22,475.
    c. Over the three year period 2013-2015 our conference business has generated surplus revenue return of $61,527.
    d. A special funding initiative to redesign the FIE clearinghouse was funded and action taken. It is near completion and was shown to the Board of Governors.
    e. Financial conference state-of-health reports were written and submitted to the Board of Governors for review.

12. Vice President of Educational Activities Report – Edmundo Tovar
    a. A full report was submitted to the Board of Governors prior to this meeting.
    b. Awards Committee Report – Ed Jones
        i. Request has been brought to the committee to name the Transactions Best Paper Award the Ted Batchman Best Transactions on Education Paper Award.
        ii. Motion: Meier
        iii. Second: Reilly
        iv. Motion carries
        v. Sluss will communicate this decision to Ted Batchman and ask his permission to move forward using his name.
    c. Working on an Inventory Report of Educational Activities. This report will list the educational activities our Society does so that we can communicate more effectively to the rest of IEEE. Information is being collected form the Society level and the chapter levels.
    d. Distinguished lecture program has sponsored a speaker at an event noted in the full report. (Peru: da Rocha Brito).
    e. Created a committee that focuses on distinguished lectures *and* distinguished educational activities. Jeff Froyd, Rosanna Chan, and Manuel Castro are members.

13. Vice President of Membership and Geographical Activities – Rob Reilly for Hossein Mousavinezhad
    a. A full report was submitted to the Board of Governors prior to this meeting.
    b. No additional report was made due to limited time and need for officer elections.

14. Unfinished Business – James Sluss
    a. None

15. New Business
    a. None

16. Election of Officers – Manuel Castro
    a. Motion to move to Executive Session: Reilly
    b. Second: Bohmann
    c. Motion passes
    d. Elections process was run by Manuel Castro
    e. Positions for Secretary (2-year term), Vice President of Conferences (3-year term), and Vice President of Publications (3-year term) were held.

17. Election Results
    a. Secretary: Melany Ciampi
    b. VP Conferences: Russ Meier
    c. VP Publications: Martin Llamas Nistal

        d.   Motion to return: Meier
        e.   Second: KP Mark
        f.   Motion carries
18. Motion to adjourn: Meier
        a.   Second: Bohmann
19. Time and Place of Next Meeting
        a.   June 2015, ASEE National Conference and Exhibition, New Orleans, Louisiana, Monday, June 27, 2015

==Action Items==

Item	Responsible Party	Deadline
Study the Dave Connor request, the current status of funding, the needed budget lines, a proposed name, etc. and report back to the committee no later than the June 2016 Board of Governors and earlier if possible.	Ed Jones	June 2016 Board of Governors Meetings
Prepare an impact factor report that shows the impact factor fluctuations over time. Deadline: June 2016 Board of Governors meeting	Jeff Froyd	June 2016 Board of Governors Meeting

Respectively submitted by Russ Meier, October 23, 2015