

IEEE Education Society Board of Governors' Meeting Minutes

ASEE Conference - June 24 - 27, 2018,
Salt Lake City, Utah , USA

Voting Members In Attendance (Bold)

Absent (Italics)

- **Claudio da Rocha Brito – President**
- **Russ Meier, President-Elect**
- **Jim Sluss, Jr. Past President**
- **Henrique dos Santos, VP Conferences**
- **Mani Mina, VP MGA**
- **Edmundo Tovar, VP EA**
- **Melany Ciampi, Secretary**
- *Leonard Bohman, Treasurer*
- **Steve Watkins Member-at-Large**
- **Jim Rowland, Fellows Committee Chair**
- *Ed Jones, Awards Committee Chair*
- *Diane Rover, Member-at-Large, Finance Committee Chair*
- **Alan Cheville, Member-at-Large**
- *Lance Perez, Member-at-Large*
- **Anthony Maciejewski, Member-at-Large**
- **Arnold Pears, Member-at-Large**
- **Rosa Maria Vasconcelos, Member-at-Large, Bylaws Committee Chair**
- *Rebecca Strachan (UK)*
- **Rosana Chan, Member-at-Large**
- **Rob Reilly, Member-at-Large**
- **Hamadou, Member-at-Large**
- **Maria Petrie, Member-at-Large**
- **Anthony Maciejewski, Member-at-Large**
- **Manuel Castro - Sr. Past President**

1. Welcome and Introductions
2. Approval of Agenda
 - a. Motion to approve: Rob Reilly
 - b. Second: Arnold Pears
 - c. Motion carries
3. Approval of Minutes from previous Board of Governors Meeting

- a. Motion to approve: Russ Meier
 - b. Second: Henrique Santos
 - c. Motion carries
4. President's Report – Claudio Brito
- a. EDUNINE 2018 was in Buenos Aires in March. This was the second edition of the conference. It had a larger attendance than the first year. Many people noted how pleased they were to have an event local to Latin America because the expense to travel to FIE or other overseas locations is too high. EDUCON 2019 will be in Lima, Peru. The dates are March 17 – 20, 2019.
 - b. Attended a conference in Hammamet, Tunisia at the end of 2017. Also gave presentation to university faculty at a university.
 - c. Attended EDUCON and participated in the opening session.
 - d. Attended a conference in Portugal and gave a presentation.
 - e. Attended the committee meetings of the two ad-hoc IEEE committees that he is part of: North/South Pole Initiative and the Future Directions Committee.
 - f. Education Society has participation in all four ad-hoc committees organized by the Presidents of the Technical Activities Board.
 - g. It is important to maintain representation in these committees as President's rotate.
 - h. Gave presentation to Brazilian Society for Computers
 - i. Sister Society MOUs
 - j. Helped to create Uruguay Chapter and Tunisia report.
5. President Elect's Report - Russ Meier
- a. Attended Feb TAB Meeting
 - b. Serves on the EAB as the Society Liaison. A number of Education Society Board of Governors representatives (Chan, Watkins, Hamadou, Meier, Tovar) are representatives on the EAB and its committees. We are forging new relationships and building a spirit of collaboration between EAB and the Society.
 - c. Has been approached by an Association Management Company about services provided. Has worked with the Treasurer and the Finance Chair to identify routes to fund this expense if determined to be important to bettering products and service offerings to our members.
6. Junior Past President's Report - Jim Sluss
- a. Nominations for At-Large Board of Governors Member-at Large
 - b. Will likely converge to a selected set of 8 by the time election forms are due to IEEE.
 - c. At least two (2) candidates for each VP have been nominated or self-nominated. This slate will be announced later this summer.
 - d. FIE requires:
 - i. Two technical program chairs from the Society. A Senior TPC and a Junior TPC. We need to identify and assign a Junior TPC. If interested, please contact Jim.
 - ii. Two Helen Plants Awards Committee members are needed. We need to identify our set for this year.

- iii. Dasher Committee Representative is: Russ Meier
 - e. Awards Process
 - i. Four of the eight awards are already selected.
- 7. Senior Past President's Report - Manuel Castro
 - a. Manuel Castro is now Division VI Director-Elect
 - b. Tries to maintain visibility for the Society at various IEEE Leadership Events. Has attended Publications Board and will attend Panel of Conference Organizers.
- 8. Secretary's Report – Melany Ciampi
 - a. Served as Distinguished Lecturer in Hammamet, Tunisia
 - b. One of the big questions asked: What am I going to get as an EdSoc Chapter member.
 - c. Most of the attendees did not want to pursue the academic profession in Tunisia. Most want to go to France because they speak French.
 - d. Serves on the North and South Pole Committee. Goal of this IEEE initiative is to provide high-bandwidth connection to poor communities in North and South America.
- 9. Treasurer's Report – Leonard Bohman
 - a. Reviewed the 2017 Budget versus Actual
 - i. Society picked up \$173K into the reserves.
 - ii. Reserve balance is now \$1.3M US.
 - iii. Arnold Pears asks why conference actual was about \$200K less than projected. Bohmann notes that our projection models for conferences are not as strong as they should be.
 - iv. Rob Reilly notes that the editorial assistant is a discretionary expense and wonders if we review that each year. Leonard Bohmann and Diane Rover note that this is a recurring line and our process may need to be adjusted in order to review.
 - b. Development of 2018 Budget was reviewed.
 - i. Final result of first pass is a negative net return.
 - ii. IEEE will make us get “closer to zero” but does not have to be a positive net return budget.
 - c. Historical perspective on main revenue sources
 - i. Total membership is around 3000 members
 - 1. About 500 members are lower due members: Life Members, Student members, etc.
 - 2. IEEE model suggests budgeting dues revenue around \$40 - \$45000 income.
 - ii. Conference Revenue and Expenses
 - 1. Revenue and expenses are not smooth plots. This bounces up and down.
 - 2. However, conference publication income is rising consistently.
 - iii. Transactions on Education Revenue and Expenses

1. Over the last ten years our revenue has plummeted and now equals our expenses. Part of that was the change in formula used by IEEE.
2. Projection for 2019 is \$5000 in the red (debt).
3. Another change to the allocations algorithm is about to occur again.
 - a. 2018 Allocation Model: 35% = content added to Xplore, 55% = usage allocation (clicks), 10% = base allocation.
 - b. Over the next 5 years, 10% base is going away. Phaseout over 5 years reduces base to 0.
 - c. By 2023, 35% = content allocation, 65% = usage allocation
4. We need to balance high quality content (less content entered per year) and enough content.
5. What if we went to electronic journals. Does that increase clicks. Answer is yes.
6. Rob Reilly noted that many Societies are adding papers.
7. Rob Reilly also notes that other journals are now getting our articles because we are not publishing enough.
8. Tony Macjewski asks about conference to journal expansions. Discussion occurred that notes IEEE Policy 6.4 has prohibited multiple publication venues, but this type of expansion is allowed and is done. We need to encourage this more often. He also notes that the Robotics and Automation Letters – they are to submit to both the conference and the journal at the same time. Independently reviewed by different staffs. If accepted to both, the author has a choice of publishing in the journal but presenting in the conference. Mani Mina notes that the same thing is done by the Electromagnetics Society.

- iv. Recommends: Over the next year, the Board needs to develop a long-term plan that finds way of raising revenue and cutting expenses.

10. Finance Committee Report – Diane Rover

- a. Six members of the finance committee reviewed the discretionary requests.
- b. Discretionary recommendation from IEEE: \$115,600. Special request funds of \$38,500, and the \$2500 for the rest of 2018.
- c. Total requests from the community this year was \$120,500. Most funds are travel funds to support various Society activities. These requests are similar to previous years.
- d. Adjustments to requested amounts have been made to allow us to come in under budget. All requests have been funded in some way.
- e. \$7000 in special projects funding was requested for the Open Educational Resources initiative.
- f. The committee requests information from the Standards Committee into how long-term funding model is changing as the standard comes toward

completion, etc. The committee recommended the funding this year but needs a better understanding into how this changes as the standard comes to completion.

- g. She described how the committee rank prioritized and found items that were considered optional. These optional items are still important to our Society but may need to be sacrificed this year to come under budget.
- h. Process now moves to negotiation with IEEE headquarters. Board needs to approve these targets as our initial budget.
- i. Motion: Board of Governors gives the Treasurer can move forward with these recommendations as our target budget. Meier
- j. Second: Reilly
- k. Hamadou notes that he will communicate with the Finance Committee regarding their questions. Our standards work is gaining visibility for the Society. He wants the Society to continue thinking about the importance of it to our long-term goals.
- l. Claudio Brito notes that the budget needs a TAB related activities line so that members of our community can continue on TAB related committees.
- m. Reilly: Calls the question
- n. Motion carries

11. VP Conferences Report - Henrique Santos

- a. Two key changes occurred in the last period: Contract Rules and the General Data Protection Rule.
- b. Contract Rules
 - i. Contract signatures have a long turn-around time.
 - ii. Contract templates are required for contracts between \$5000 and \$250,000. This protects IEEE legally. This legal review can take substantial time.
 - iii. Contracts below \$5000 can be paid as purchase orders.
- c. General Data Protection Rule
 - i. European regulation for data privacy.
 - ii. Requires complete re-engineering of websites, consent forms, data collection processes, etc.
 - iii. It allows the right to be forgotten. Any person can request that their data be removed from data bases.
- d. Will attend IEEE Panel of Conference Organizers in Berlin, Germany.
- e. Reviewed a number of interesting facts provided from IEEE MCE.
 - i. Open Preview – placing papers on IEEE Xplore before the conferences so that the community can read them in advance. Available up to 30 days pre-event and through the event. Then moves back behind the pay-wall.
 - ii. IEEE Data Port – server for storing data sets.
- f. Provided a report on the FIE Steering Committee meetings. Please see the full report.
- g. Gabrielle Trecate is now our assigned Conference Financial Analyst.
- h. Presented conference numbers.

12. Discussion about the Memorandum of Understanding with the Sister Societies.

- a. Sister Society MOUs were developed for IGIP, MERLOT, and LACCEI.
 - b. Updated copies with new dates are done and ready for signature.
 - c. Motion to approve MOU with Portuguese Society for Engineering Education (SPEE): Manuel Castro
 - d. Second: Rob Reilly
13. Proposal of Representatives in Committees of IEEE – Claudio Brito
- a. Proposes that the Society has a travel line of \$6000 for TAB related committee activities.
 - b. Leonard Bohman asks who the person will be deciding who uses it.
 - c. Answer will be that the President appoints to the committees.
 - d. President would have to communicate well with the finance committee with justifications, the committee names, etc.
 - e. Decision is that they will submit a written request to the Finance Committee
14. Proposal of the Logo
- a. Claudio Brito presented his version of a logo again.
 - b. The discussion is that the logo is a need.
 - c. Manuel Castro states he feels the logo presented is not representative of us.
 - d. The decision was that Mani Mina and Rosa will have their students in a competition for a logo
15. Publications Report
- a. Call for Editor in Chief of both TOE and TLT are out.
 - b. IEEE RITA PRAC review went well and they expect to be indexed this year or next.
16. Membership Report
- a. A full report was submitted to the board.
 - b. New members are coming from Asia, Middle East, Africa, Europe, and South America.
 - c. He believes this position needs to be three VPs.
 - d. International faculty members want to be Education Society members. This is not the same in the U.S.
 - e. Motion: Ad-Hoc committee chaired by the President-Elect be formed to investigate the feasibility of contracting with an association management company and report back to the Board by our October meeting at FIE 2018.
 - f. Second: Rob Reilly and Diane Rover
 - g. Leonard Bohmann asks about the implementation timeline.
 - h. Meier notes he feels 2019 would be best, but 2020 is likely realistic based on budgeting.
 - i. Friendly amendment: Allow some money for implementation in 2019 if available.
 - j. Amendment accepted by Jim Sluss.
 - k. Motion for amendment accepted.
 - l. Motion carries.
17. Educational Activities – Edmundo Tovar
- a. A full report was submitted.
 - b. Webinars were created – expanding the distinguished lecture program.
 - c. Continued our work with MERLOT.

- d. Presented the MOOC we created at multiple events.
18. Technical Community on Learning Sciences
 - a. Expanding pool of advisors
 - b. Conducted five activities in Hong Kong and Thailand. Have had very highly respected experts in learning sciences.
 - c. Mark Lee proposed a Special Interest Group on Learning Engineering under the Technical Community.
 19. Unfinished Business – Claudio Brito
 20. Time and Place of Next Meeting – Melany Ciampi and Russ Meier
 21. Adjourn – Claudio Brito

Melany Ciampi - Secretary