IEEE Education Society
Administrative Committee Meeting
Chicago, IL USA
Monday, 19 June 2006

Submitted by John A. Orr, Secretary

Call to Order:

President Daniel Litynski called the meeting to order at 6:34 pm and welcomed committee members and guests.

Attendance:

Daniel Litynski (president), Clint Andrews, Ted Batchman, Leonard Bohmann, Marilyn Catis, Melany M. Ciampi, Trond Clausen, David Conner, Susan Conry, Pat Daniels, Satinderpaul Devgan, Joe Hughes (VP), David Irwin, Edwin Jones, David Kerns (jr. past president), Haniph Latchman, Susan Lord, Russ Meier, Mani Mina, Tony Mitchell, Hossein Mousavinezhad, Victor Nelson, Burks Oakley, John Orr (secretary), Yvonne Pelham, Rob Reilly, William Sayle, Victor Schutz, Jim Sluss (treasurer), Jean-Pierre Steger, Jacek Zurada.

Agenda:

Adopted with no changes.

Minutes:

Minutes from the previous AdCom meeting (10/21/05) were **approved with no changes.**

Report of Region 6 Director:

Region 6 Director Clint Andrews reported to the Committee on the following major issues which the IEEE Board of Directors is addressing:

1. Majority of growth is occurring outside the US but leadership is US-dominated.

2. IEEE finances are good – record surpluses. Some tension exists between publications and membership since most income now arises from publications.

3. The Board is considering how best to become more involved in China.

4. Revenue is centralized, primarily in electronic products. Expenses are also centralized. Resources need to be allocated to societies etc. The allocation algorithm has changed and smaller societies are seeing reduced resources. Some (not Ed Soc) are facing bankruptcy in the near future. The Ed Soc is seeing substantially increased charges for Iee infrastructure expenses. The question is how to avoid shifting the financial crisis from one set of societies to another.

5. Some basic questions are being asked: Should societies continue to exist? Should parts of IEEE be spun out?

After this report Clint stated that he is attending the meeting to listen to the Committee. The Chair asked about changes in the allocation oc charges. The impact will hit on the 2007 budget: infrastructure charges substantially increased, by $50k-75k for the Ed Soc..

IEEE Educational Activities

Marilyn Catis and Yvonne Pelham described the Expert Now and other continuing education programs provided by the Educational Activities division of IEEE. A set of handouts was provided. Yvonne described activities on engineering at the elementary school level, including a call for Lessons on engineering to post on the IEEE web site.

Business Conducted between Meetings

The agreement to sponsor the IEEE Award for Undergraduate Teaching was signed.

A delay on the proposed agreement with the Teachers and Researchers Club for Electrical, Electronic, and Automation Technologies of France, has occurred as IEEE has begun an overall review of such agreements with other societies.

Officer's and Committee Reports

Treasurer's Report

Treasurer Sluss reported that the Education Society's Net Worth is approximately $645,000. Salient aspects of the 2007 budget were identified. These include the reduction in pages for the Transactions from 600 to 400 and the increase in infrastructure charges. A level of 2600 members is budgeted. The effect of the infrastructure charge re-allocation is from $55k to $124k for 2007. An amount of $18.5k for Chapter support is included in the 2007 budget. The Awards budget is increased by $400, and $1000 for the distinguished lecture is included. The projected net income is $31.1k for 2007.

A question about the cost of the Field award arose. The cost will be $7k for the first year (2007), and $5k in following years. These costs have not been incorporated in budget as yet.

A question on the reduction of pages in the Transactions was raised. David Conner reported that fewer submissions are being accepted since many papers do not meet the revised the standards that were recently adopted.

A motion to accept the treasurer's report was made, seconded, and passed.

A discussion ensued on the increase in infrastructure charges. It was stated that doubling seems unreasonable and an explanation of the cause was requested. It is desired to know what we are paying for. Rob Reilly stated that one cause for the increase is the reduction in membership of many societies, particularly for larger societies. David Conner stated that IEEE is becoming more complex, resulting in more overhead expenses and also that revenue growth is almost exclusively in electronic publications. The Infrastructure Oversight Committee (IOC) is examining the issues. Joe Hughes stated that we need a basis for our objection other than self interest.

David Kerns moved that Education Society express concern about the doubling in infrastructure costs, that the issues be examined closely, and that the details of the algorithm be made transparent and available for the societies. **The motion passed** after further discussion. Clint Andrews stated that the infrastructure cost allocation has been changed from one based on reserves to a flat amount, the same for all societies. The basis for this was questioned. It was also noted that it is now very difficult to predict year – year changes in the charge. Questions of equity and transparency were raised.

Awards Committee

Joseph Hughes reported as Chair of the Awards committee, referring to his written report. HP will support the Rigas Award for 2006. McGraw-Hill will not support the Jacob Millman award for 2006. Hughes will continue to work with McGraw-Hill regarding the award and will report on progress and status at the October meeting. Hughes reported that HKN requests to present the C. Holmes McDonald award at FIE and that the FIE Steering Committee agreed.

Chapters Committee

Rob Reilly reported for the Chapters committee and referred to his report. Thirty new chapters were created in 2005, with a total of 56 chapters at present, with about 12 additional chapters under development. Reilly equests $18,500 for FY2007, already included in the proposed budget. It was noted that $1250 of this amount is for awards and should be moved to the awards budget. $4,500 is for conference support, including conferences in Brazil and Europe (Austria, Germany, Slovenia). $7,750 is for Region 8 meeting and Chapter development expenses. $5,000 is for travel expenses for the chapter chair. **The Committee report was approved, noting that the requested amounts are in the budget.** Awards amounts need to be finalized for the 2007 budget. It was noted that more formal reports from Chapters are appropriate with the growth in numbers. Reilly note that he has requested $6000 from IEEE foundation.

Constitution and Bylaws

Burks Oakley reported and stated that no changes are proposed but that the bylaws need to be rewritten. Burks also noted that he desires replacement as committee chair.

Fellows Committee

Joseph Hughes reported for David Soldan that the Fellows committee has completed its work.

Finance Committee

There was no report beyond treasurer's report

Technical Cosponsorship Agreement

Rob Reilly requested approval of the draft procedures for requesting conference technical cosponsorhip by the Ed Soc. The report is on web. **The report was accepted as published.**

FIE 05:

Joe Hughes reported that the conference is nearly closed, with about $15k surplus to the Ed Society.

FIE 06:

Susan Lord reported for the San Diego conference which is progressing well. Many awards will be at the Sunday lunch. The FIE awards will be at the Plenary session on Monday.

FIE 07:

Russ Meier reported that the Call for Papers is out and that the web site is active.

FIE Steering Committee:

Ted Batchman reported for the FIE Steering Committee. Conference locations are set to 2010. 2008: Saratoga, NY; 2009: San Antonio; 2010: Northern Virginia. Jim Roberts is the new Steering Committee chair. Issues exist concerning insurance due to multiple sponsors. Approval of the Memorandum of Understanding is pending. Also under review is the process for handling

and reviewing abstract and paper submissions. A new Ed Soc representative to the Steering Committee and anew Program Committee Chair for FIE 08 are needed.

International Conferences

Rob Reilly reported for Manuel Castro. Reports for ICECE 2005 and TAFE 2006 are on line. Ted represented the Ed Soc at ICECE and reported on substantial interest in accreditation.

Membership Committee

Rob Reilly reported and stated that the written report is on the web. Membership grew more than 4%, the second highest growth among societies. There is an opportunity to double membership based on number of EE/CpE faculty, all of whom should be members of Ed Soc. Hossein Mousavinezhad would like to visit Region 10, India, and requests $1,300. **A Motion to approve report with the funding requests was made, seconded, and approved.**

Nominations Committee:

David Kerns reported for the committee and noted that members are Ted Batchman, Manuel Castro, Pat Daniels, and Marion Hagler. He reported that John Orr does not desire to be nominated for the VP position. A question was raised about moving to a new method of election and it was stated that this should await the strategic planning and Charter rewriting.

Publications

David Conner reported that the Publications Report is on the web. Additional submissions for the special issue on virtual labs have been received. A special working group on copy editing standards to improve consistency of quality throughout IEEE is in existence. It will be benchmarking against peer journals. Penalties will be applied to journals that do not meet standards. The committee will be considering a second Ed Soc publication and will re-examine the current research orientation of the Transactions. Regarding the selection of a replacement editor in chief for the Transactions, it was reported that this is progressing well with several candidates.

A Resolution of thanks to David Conner for his excellent work for 6 years as editor in chief was proposed and adopted.

Interface

Bill Sayle reported that the Interface is in good shape with the next issue progressing well. He noted that the ECE division of ASEE should be billed for their share of the Interface costs. Bill will continue as editor indefinitely. **A Resolution of thanks for Bill's high quality work on the Interface was proposed and adopted.**

New and Notes

Rob Reilly referred to his written report. News and Notes will be bi-monthly and it is going well.

RITA

A report was provided for the Electronic journal to be published in Spanish and Portugese. A **Motion** recommending this journal to the EdSoc publications committee along with a request that this committee in turn recommend it to the IEEE publications committee was made, seconded, and passed.

A question was raised regarding putting the CDs from Transactions Special Issues IEEE Explore was raised. Ted Batchman indicated that he is pursuing this. He is also pursuing putting back issues of the Transactions (pre-1988) on Explore.

Web Site

Rob Reilly referred to the Web Site Report. Online presentations continue to be very popular, including hits to those held in the past. Reilly requested $1000 for equipment and software for production of on-line series for 07. This request is in the 2007 proposed budget. Hughes reports that the web site presentation of the awards information has been expanded and improved. **The report was approved. A Resolution of Commendation to Rob Reilly for all of his contributions was proposed and adopted.**

New Business

Travel Costs and Day-Long Ad Com committee meeting

Rob Reilly recommends that travel costs to Ad Com meetings should be funded for members. He also stated his view that a full-day meeting is needed to give sufficient attention to major issues. The discussion regarding travel costs concluded that this should be part of a strategic plan and should consider financial implications and also that it should be on an as-needed basis rather than automatic. Regarding a day-long meeting, it was stated this should only be done with substantial advance planning and that someone is needed to take the lead on planning. Given the above, **the sense of the committee is in favor of a day-long meeting at FIE San Diego.** Date options: Friday, Saturday, or Wednesday, before or after FIE. A show of hands indicated preference for Saturday vs Tuesday/Wednesday.

For this meeting at next year's ASEE, it was concluded that the 6:30-9:00 pm time is best.

Adjourned at 9:10 pm