

## **ADMINISTRATIVE COMMITTEE MEETING MINUTES**

### **IEEE Education Society**

#### **Minutes of IEEE Education Society Meeting**

8:30 am June 17, 1997 & 7:00 am June 18, 1997 - Milwaukee, Wisconsin

(held in conjunction with the 1997 ASEE conference)

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Attendees: T. Batchman, J. Bredeson, J.S. Charlton, B. Eisenstein, L. Feisel, M. Gonzalez, P. Grosewald, M. Hagler, D. Hata, R. Herrick, D. Hodge, D. Irwin, E. Jones, D. Kerns, S. Kerns, D. Kirk, D. Litynski, J. Mottley, A.Moye, B. Oakley, P. Ransom, J. Roberts, J. Rutledge, W. Sayle, V. Schutz, R. Schwartz, C. Sechrist, T. Skvarenina, R. Sullivan, T. Trost, K. Watson, J. Yeargan (at one or both sessions) (some dozen or so past presidents were in attendance, prompting the observation that the AdCom is doing something wrong...or right).

The meetings were held in Milwaukee in conjunction with the annual ASEE meeting.

#### I. Welcome and Introductions

The meeting was called to order by the President of the Education Society, Victor Schutz, Attendees were asked to introduce themselves.

#### II. Approval of Minutes of Previous Meeting

The Minutes of the Nov 1996 meeting were amended and approved.

#### III. Treasurer's Report

1996 and 1997 YTD actuals were presented (1996 actual income 221.4K- 203.5K expenses for a net gain of \$17.9K; 1997 projected income is 170K vs. expenses of \$172K for a net loss of \$2K...i.e. given the problems of financial forecasting and predicting headquarters Y/E surcharges, a balanced budget). Finances appear to be in good shape, (but IEEE and TAB surcharges often appear in late Nov). The data presented was drawn from 3 different and often conflicting monthly reports, and since those reports don't close at the same time, some of the sums don't fully add up, so the treasurer was asked by Sullivan to split out the data and provide more detail, on a single page, in the future. Eisenstein suggested that the Treasurer approach the TAD financial manager to provide a more accurate set of reports. Both suggestions were accepted. Although IEEE reporting methodology makes it difficult to be sure until late 1997, it appears that the special 96 CDROM issue cost about an extra \$67K over the normal costs of a print issue, but also earned/was supported by an extra \$64K. Sullivan and Hagler were formally thanked for their efforts to get the added \$54K from the Transactions' cosponsors. Although there are verbal reports that FIE'96 earned upwards of \$70K (EdSoc's share would be 1/3 of that), there are no firm numbers available yet. The 1998 and 1999 budgets (flat with respect to 1997's income and expenses) were approved (attachments). As IEEE brings out a CDROM version of its

APP package, some projections expect a major cash inflow, without much decrease in APP print revenue...others project a revenue neutral, or even decreased cash inflow, and Eisenstein requested a careful monitoring of that as part of the budget review process (our current APP revenue projections are for no significant changes from 1997 thru 1999).

#### IV. Transactions on Education (Batchman)

There was a 330 paper backlog, and all 93-96 authors were contacted with the options of paper only revisions, withdrawal or conversion to CDROM multimedia format. 80% of these authors prefer the paper/print format over the multimedia CD-ROM approach, and many of the remaining papers are not really in multimedia format (S. Kerns suggested that the EdSoc should author a paper on how to prepare a true multimedia paper). Since most of these traditional style papers are still in the review process, Ted urgently requested additional (volunteers) associate editors. J. Rutledge is the electronic associate editor. As a result of the logjam, only 6 papers are ready for the 3rd (Aug) issue of the Transactions, and the multimedia ones (some 30 odd) will be postponed until the 4th (Nov) issue. As a result, the extra 200 paper pages, and \$25K for multimedia efforts allotted in the 1997 budget, will be shifted into the 1998 budget. There will be a letter from the editor in the Aug. Issue, apologizing for the delays, and urging authors -- and readers -- to join the EdSoc, since many of these authors are not members of the EdSoc (and quite a few are not even members of IEEE, but IEEE publication policy requires that the approval process be blind to membership). Batchman also reported an initial IEEE HQ proposal to provide full editorial services for an added \$30K (inhouse costs have ranged from \$5K to \$22K over the last 10 years), but any advantages over the present system are not clear. Batchman is setting up a web site to report to the author on a paper's status. There was some concern with security (allowing someone else to see that, for instance, author A's paper had been rejected), but it was reported that there were adequate controls to prevent unauthorized access.

#### V. Newsletter (the Interface)

Sayle noted that he's gotten no feedback on his efforts, but the body voted its thanks to him for an excellent job, and also, at Sayle's suggestion, to Don Kirk, forer editor, and to the IEEE HQ major periodicals staff for a smooth transition, and a job well done.

#### VI. Committee Reports

A. Frontiers in Education Steering Committee - Herrick reported that M. Iskandar will be replacing Hagler on the steering committee, and, thanks to B. Oakley, much of the committee's efforts, and paper review process was moving online. Sayle noted that FIE 95 netted the EdSoc \$22K. Given the precarious state of the FIE meetings in the recent past, a vote of thanks was given to recent FIE chairs, and to C. Sechrist, M. Hagler and D. Irwin for establishing and managing the FIE Steering Committee. Herrick noted that many details of the FIE report would be postponed until the joint meeting, but that the San Juan, PR,

site was being finalized, and that the 2002 site was still to be chosen. President Schutz urged the committee to select an International location (our most rapid membership growth is in regions 7 to 10), and possibly in conjunction with some other established meeting, in e.g. Brazil or Hong Kong.

B. Awards Committee - Dasher Award...N. Dodge will be replacing L. Richards as chair. Plants award is for workshops AND nontraditional sessions.

#### VII. President's Report

IEEE US Activities Bd is going to be called IEEE USA. Dan Litynski is the new membership chair. Trond Clausen is liaison to Scandinavian members and Tim Skvarenina is the 1999 EdSoc program cochair. Our bylaws allow only 3 unexcused sequential absences from AdCom members. Akiyama, Denton, Harris and Skorek had been excused, but York and Dodge will be contacted by President Schutz about continued service. The need for several bylaw changes was raised (i.e., splitting Sect'y/Treasurer, establishing a true finance committee, changing AdCom membership from a Publications chair -- which doesn't exist -- and giving votes to the Newsletter and Transactions editors), and it was requested that all members read the bylaws (to be posted on the Web in the near future) and send their suggested revisions to B. Oakley.

#### VIII. Old Business

NEEDHA financial support for Newsletter. M. Hagler moved that the EdSoc continue to publish the NEEDHA president's column in the Newsletter. Motion carried. Since the added cost (\$5 per person/yr) was so slight, and the non EdSoc membership and operating budget of NEEDHA was so low and the goodwill generated would be so positive, Hagler and Sayle moved that the Newsletter be continued to be sent to NEEDHA members irrespective of EdSoc membership.

#### IX. New Business

EdCom Student Membership Advertising in the IEEE student publication, Potentials. Given the low student (300) membership in EdSoc, in spite of the low cost (\$7.50/yr in addition to the costs of IEEE Student membership), and the need to support Potentials, Batchman moved that the EdSoc approve a one time, ½ page \$750 ad in the magazine. Motion carried, and Grosewald and Litynski were directed to prepare the ad, with appropriate tie-ins to the EdSoc Web homepage.

The next meeting will be held in Pittsburgh at the Nov. 1997 FIE meeting. A motion was then made, and approved to adjourn.

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Attachments to the minutes:

[1996 Final - 1997 Interim Financial Report](#)  
[1998 Budget](#)  
[1998 Expenses](#)

