

## **ADMINISTRATIVE COMMITTEE MEETING MINUTES**

### **IEEE Education Society**

#### **Administrative Committee**

Administrative Committee Meeting, Tuesday, 30 June 1998, 8:30 am - 10:15 am  
and continued Wednesday, 1 July 1998, 7:00 am - 8:15 am at a Breakfast Meeting.  
Convention Center, Seattle, Washington

Held in conjunction with the:

Annual Conference of the American Society for Engineering Education, June 28 -  
July 1, 1998

### **Minutes**

Version: August 10, 1998 (Approved 11-6-98)

#### **I. Welcome, Introductions, Approval of Minutes - Vic Schutz**

Officers and At-Large Members of the Administrative Committee in attendance included, Victor K. Schutz, Karan L. Watson, Marion O. Hagler, Robert L. Sullivan, James A. Roberts, Hugo Hernandez Figueroa, Preston "Pat" Ransom, Janet Rutledge, Robert Goldberg, Kruno Hernaut, A. L. Moye, and Samuel G. White. Committee chairs present included Burks Oakley II, Daniel Litynski, Don Kirk, William E. Sayle II, and Ted Batchman. Others who attended were Al Rosa, Jon Bredeson, Mark A. Yoder, Tim Skvarenina, David Hata, Pamela Leigh Mack, Bill Sutton, Sherra Kerns, Woody Charlton, Pat Daniels, Chalmers Sechrist, Dave Irwin, John Uhrao, Dave Kerns, Lyle Feisel, Edwin C. Jones, Jr., Irene Peden; Nizar Al-Holoun, Vern Sproat, and Mohamad Neilforoshan.

With the help of several members of the Administrative Committee, President Schutz and Secretary/Treasurer Hagler reconstructed partial minutes of the November 1997 meeting. The Administrative Committee gave these partial minutes preliminary approval. Final consideration and approval (by e-mail) will occur after a missing report and a membership roster have been added. (The [revised minutes](#) are now available on the Web.)

#### **II. Secretary/Treasurer's Report - Marion Hagler**

Status, Book Broker, etc.

Secretary/Treasurer Hagler distributed copies of a Balance Sheet provided by the IEEE to the Education Society. At the end of April 1998, the Total Assets of the Society amounted to \$245,140, with \$132,430 of that amount held in long term investments. Mid-May budget projections by the IEEE show a possible \$35,400 deficit at the end of the year. Approximately \$25,000 of this amount seem related to copies of the FIE Conference Proceedings supplied to the [IEEE Book Broker Program](#). President Schutz and Secretary/Treasurer Hagler are

pursuing an understanding of the issue, but neither feels successful yet. Perhaps the issue may amount to nothing more than a timing problem. Perhaps not. Peter Grosewald, the previous Secretary/Treasurer, concluded that the Education Society is billed for one-half the expenses of the Book Broker Program (split with the Computer Society) but receives only one-third of the revenue (split with both the Computer Society and the ASEE ERM Division). More information on the 1998 finances, including the Book Broker Program, will be presented at the November 1998 meeting of the Administrative Committee. In any case, the Education Society is, for now, financially healthy. A slow decline in membership over the past years is troublesome if it is not reversed.

Preparation of the 1999 budgets for IEEE Societies is a staged process in which projections are made more carefully, and later, than before. As a result, the proposed budget was not ready for the June 1998 meeting of the Administrative Committee but will need approval before the next meeting (at FIE '98 in Tempe) so that the IEEE Board of Directors can give final approval to the overall IEEE budget during their November meeting. As a consequence, we probably will need to consider the proposed budget for approval by e-mail. Members of the Administrative Committee should watch their e-mail carefully during September. We expect no major changes in revenue or expenses for 1999.

### III. Publications

Transactions on Education - Ted Batchman

Editor-in-Chief Batchman reported that 197 contributions are under review. Reviewers for an additional 123 contributions have not yet been identified. He noted, however, that *none* of these 123 contributions was submitted before 1997. The backlog, therefore, is finally succumbing to his determined efforts. Perhaps, he speculates, the abuse from disgruntled authors also will wane.

Editor Batchman received only 2 responses to his reader survey about the CD-ROM issues of the Transactions on Education. Both responses were positive. He pointed out that the Administrative Committee should decide soon whether or not to continue publishing such issues so that they can be promoted effectively. Junior Past President Sullivan reminded the Administrative Committee that the original purpose of the experimental issues had been both to demonstrate the technology of electronic publishing in practice and to provide our members with appropriate means of publishing innovations in engineering education. He cited apparent success on both points as ample justification for continuing publication of the CD-ROM issues. The Administrative Committee agreed and Editor Batchman announced his intention to publish the fourth WWW/CD-ROM issue in November 1999.

Interface Newsletter - Bill Sayle

Newsletter Editor Sayle reported that the April issue of the Interface was late, partly because of the usual difficulty in collecting contributions, but partly because of new, longer, turn-around times from IEEE. He expects to modify and adapt the publication schedule for the next issue. Finances are fine.

## V. Conferences

### [FIE '96](#) - Salt Lake City, UT - Magdy Iskander, General Chair

The 1996 FIE Conference in Salt Lake City was the largest (registration of more than 600) and most financially productive (surplus of nearly \$75,000) FIE Conference to that time. Mark Yoder distributed a report from Magdy Iskander, who was unable to attend. In the report, Magdy observed that FIE is in a growth mode. This circumstance implies that a number of the established procedures should be re-examined. Examples include the review process and exhibitors fees. Establishing a process for seeking and maintaining corporate support is extremely important. Although the conference organizers certainly need flexibility, policies and procedures should be developed for key issues if the sponsors value consistency.

### [FIE '97](#) - Pittsburgh, PA - Cynthia Atman, Larry Shuman, General Chairs

In 1997, the FIE Conference was, again, very successful. Burks Oakley, Program Co-Chair for the Education Society, reported a total attendance of 670 and expects a financial surplus when the conference closes its books later this year.

### [FIE '98](#) - Tempe, AZ - Don Evans, General Chair

Jim Roberts, Program Co-Chair for the Education Society, reported that preparations are well ahead of schedule. Submissions and review were all electronic. The Program Committee reviewed the abstracts of proposed papers. Then, each completed paper was reviewed by 2 or 3 reviewers. They have put together special program tracks on accreditation and on assessment. The conference will spread into several hotels, so Jim advises early registration for those who wish to stay in the conference hotel.

### [FIE '99](#) - Puerto Rico, - Dan Budny, General Chair

Tim Skvarenina, Program Co-Chair for the Education Society, reports that they have a firm commitment from the hotel (\$135 per night) and a tentative schedule. An unusual feature of the schedule is a College Fair on Friday. The idea is for FIE attendees to talk with Puerto Rican students who are interested in attending graduate school.

### [FIE '00](#) - Kansas City, MO - Jim Roberts, General Chair

Jim Roberts, General Chair, reported that FIE '00 is scheduled for October 18-21, 2000, at the Hyatt Regency Crown Center (\$109 per night), Kansas City, MO. Some events will be in Kansas, some in Missouri. Preliminary budget is \$275,850. They will have a Web site soon.

### [FIE '01](#) - Reno, NV - Ted Batchman, General Chair

Ted Batchman, General Chair, plans to choose a mid-October date.

### [FIE '02](#) - Worcester, MA - ??

Just selected.

[1999 International Conference on Engineering and Computer Education \(ICECE\) - Rio de Janeiro, Brazil - Hugo Hernandez Figueroa, Conference Chairman](#)

This conference will be held in Rio de Janeiro, Brazil, August 11-14, 1999. Deadline for paper submission is January 31, 1999.

## V. Awards - Karan Watson

Vice-President Karan Watson emphasized that those responsible for the various awards that will be presented at the 1998 FIE Conference must provide her with the recipients' names by *August 26* so that she can arrange preparation of the associated plaques and certificates. She must receive the biographical data, award citation and photograph for each recipient by *September 23* for them to be included in the award brochure distributed at the FIE Awards Banquet.

The following people are responsible for the various awards:

### A. Education Society Awards:

Achievement Award - Chalmers Sechrist  
Meritorious Service Award - Ed Jones  
McGraw-Hill/Jakob Millman Award - Jim Rowland  
Hewlett Packard/Harriett Rigas Award - Denice Denton  
Transactions on Education Best Paper - Ted Batchman

Ted Batchman will work with the Associate Editors of the Transactions, including those working on the November 1998 CD-ROM issue, to seek the best paper of the year.

### B. IEEE/ES Fellows - Don Kirk

Don Kirk reported that the Fellows Committee evaluated 16 nominees for election as IEEE Fellows effective January 1, 1999. The Committee rated 14 of them as highly qualified. Three candidates were close to the rating of "Extremely Well Qualified." He anticipates that 3 to 6 of these candidates will be elected Fellows this year.

### C. FIE Awards:

Ronald J. Schmitz Award - Dave Voltmer  
Benjamin J. Dasher Best Paper -  
Helen Plants Award - ERM representative only

## VI. President's Report - Vic Schutz

President Schutz noted that the joint Norway/Denmark/Finland/Sweden Section of the IEEE Education Society was officially recognized as of 30 January 1998. He also noted that their [Web page](#) displays links to local societies as well as to IEEE sites. The objective is to suggest IEEE cooperation, rather than competition, with local societies. The fear that IEEE aims to dominate local organizations can be a stubborn difficulty.

Next, President Schutz asked Kruno Hernaut to provide a brief overview of engineering issues in Europe. Some highlights include:

- Globalization is more difficult, in many ways, in Europe than in the United States. A small area may include 15 to 20 languages. Reaching beyond the boundaries of a single country means learning not only other languages, but other cultures, as well. Foreign study seems essential. In view of these complex circumstances, a key question is "What educational system is best?". Germany employs a two-track system of engineering education. One track leads, without break, to a degree roughly equivalent a M. S. degree in engineering in the United States. The other track leads to a four-year practical degree that is not intended to permit further study at the graduate level. Graduation from either track is tantamount to obtaining a license to practice engineering. The changing environment demands more flexibility than the current two-track system affords. Indications are that German engineering education, and licensure, may move to something more similar in approach to the United States and other countries. Designation as a Euro engineer, an emerging standard, requires a combination of education and practice that totals to 7 years. Some European countries require three years of education. Some require four.
- As the demand for information technology (IT) engineers far outstrips the number of graduates available, substantial numbers of graduates from other disciplines need extensive continuing education as they help offset the deficit.
- Engineering enrollment is down by 60% from 1990. The number of graduates is expected to decrease substantially beginning in 2000.

## **VII. Committee Reports, Liaison/Technical Area Chairs**

### **A. Constitution and Bylaws - Burks Oakley II**

Burks Oakley and the Constitution and Bylaws Committee continued the effort to clean up the Bylaws by recommending the following changes:

- Replace "AdCom", which was nowhere defined, with "Administrative Committee".
- Replace "AdCom President" and "President of the AdCom" with, respectively, "Society President" and "President of the Society".
- Reflect in the Bylaws the recent separation of the Secretary and Treasurer positions in the Constitution.
- Reflect in the Bylaws the recent designation of the Newsletter Editor and the Transactions Editor as co-chairs of the Publications Committee in the Constitution.
- Replace "members-at-large" with "members-at-large of the Administrative Committee".
- Correct minor error in punctuation.

The Administrative Committee approved all the recommended changes.

### **B. Chapter - Adam Skorek**

No report.

#### C. Area - Trond Clausen

No report.

#### D. Membership - Dan Litynski

Dan Litynski reported a slight growth in membership from 3,055 in May of 1997 to 3,144 in May of 1998, a reversal of the recent downward trend. He described an informative IEEE membership development workshop that he attended in February and then reviewed those parts of the Constitution and the [Strategic Plan \(Objective 7\)](#) that relate to membership development. He plans to form the Membership Committee during the summer of 1998. His objective is to have representation of each IEEE Region, as well as of industry, faculty and students. The tentative goals for the Committee are to meet or exceed the overall growth rate for the IEEE while, in accordance with the Society Strategic Objectives, increasing diversity. One early step will be to analyze membership data supplied by IEEE to understand Education Society membership composition and trends.

### VIII. Other

Sherra Kerns suggested preparing an ECE track of the ASEE Annual Meeting, perhaps in cooperation with the ASEE ECE Division Program Chair. Others suggested cooperating with additional groups, such as the chairs of engineering management and bioengineering, as well as with NEEDHA.

Chairman Schutz led the Administrative Committee in expressing appreciation to Burks Oakley for his extensive work in establishing and maintaining the Society's [Web site](#), a tool that, because of Burks' efforts, has become central to an increasing number of our activities.

### IX. Adjournment

The meeting adjourned at 8:15 a.m..

The Administrative Committee of the IEEE Education Society next will meet at the [1998 Frontiers in Education Conference](#) in Tempe, Arizona, November 4-7, 1998.

Respectively submitted,

Marion Hagler  
Secretary/Treasurer  
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