Held in conjunction with the:
Annual Conference of the American Society for Engineering Education
St. Louis, Missouri

Administrative Committee Minutes

Tuesday, June 20, 2000
8:30 a.m. - 10:15 a.m.

The following minutes are submitted by the Secretary of the IEEE Education Society, David Kerns.

The Administrative Committee of the IEEE Education Society was called to order by President Karan Watson at 8:30 a.m., June 20, 2000. Introductions of all attendees followed. The Minutes of the San Juan, Puerto Rico meeting (November 12, 1999) were distributed. One typo was pointed out by a member of the Committee. With the typo corrected, the minutes were approved.

Treasurer's Report

Rod Soukup presented the Treasurer's Report. The year-end forecast indicates a balance of approximately $44,000 after transaction expenses. Current net worth is $359,000. More accurate figures will be available at FIE after expenses are covered. Plan to increase transaction pages to 450. Non-member charge will change from $150 to $160. No other changes are expected. FIE 1999 net expected to be $36,000 (to all three societies), but not closed yet. The net to the Education Society is expected to be $12,000. Taken off IEEE "watch list."

Publications Reports

Bill Sayle commented on the Interface Newsletter. He encouraged submissions to the newsletter since IEEE periodicals review recommended fewer ads and more content.

Ted Batchman reported on IEEE Transactions on Education. The page budget was reduced in response to the IEEE publications review in March 2000 (New Orleans). To avoid penalty, the Transactions needs to publish within 5% of its page budget. The special May 2000 issue has been delayed by discussions over figures. A CD ROM will be in the November 2000 issue. The production date may shift due to holiday demands on CD productions.

Ted Batchman has reviewed papers still on hold. President Watson requested AdCom support for exceeding page budget in order not to increase the backlog. Lyle Feisel, Vice President of EAB, noted that IEEE publications are presently in a state of flux due to the dramatic increase in electronic submissions. The impact of this trend on paper journal subscriptions is yet to be determined. President Watson will assess the worst-case penalty for page budget excess and keep AdCom informed. President Watson proposed that the

Editor in Chief responsibility be transferred to Dave Conner. AdCom members will provide support.

Jim Sluss, Associate Editor for CD ROM reports all is proceeding well.

Awards Report

Marion Hagler presented the Awards Report. Chalmers Sechrist received the Achievement Award. Ed Jones received the Distinguished Service Award. Marion will prepare consolidated awards booklet for FIE. The Frontiers in Education Conference will pay for printing. Karan Watson will coordinate Rigas Award selection process.

Dan Budny commended Marion Hagler's work on consolidating awards information into a single booklet, and suggested the Terman award also be included in the booklet.

Conferences

- **FIE 1999:** Dan Budny reported on the FIE 1999 conference in San Juan, Puerto Rico. There were 706 registrants, including 50 exhibitors and 56 guests. Approximately 100 local students were invited for one day. There were over 600 abstracts submitted and were over 350 presentations in some form. The top 12 papers will be in included in the Journal for Engineering Education. Conference income totaled $300,000, yielding approximately $40,000 in profit. The anticipated contribution to the Education Society is $17,000. The reasons for the profit were the excellent meal count and that there were no AV costs incurred because local colleges and companies (Hewlett Packard and Raytheon) contributed equipment. Money was lost on paper proceedings because many had to be mailed overseas. Next year, they'll be ordered from IEEE and not available for purchase at the conference.
- **FIE 2000:** Jim Roberts reported on the FIE 2000 conference to be held in Kansas City, Missouri. All is proceeding well and contracts are in order. The plenary speaker, Sir John Daniel, has been arranged. The social program has been arranged. Russ Mayer is handling arrangements for faculty fellows. This program does not presently have direct sponsorship. Early registration is now set at $350 and includes full breakfasts and lunches. The room rate at the Hyatt is $109 per night.
- **FIE 2001:** Ted Batchman reported on the FIE 2001 conference to be held in Reno, Nevada. The hotel agreement was signed a year ago. The projection is for 600 and for 500 regular attendees. The estimated registration fee is $365. The hotel rate is $89-95 per night. Society coordinators for FIE 2001 will be: Ann Gates, Computer Society; Dan Moore, ERM; and Dan Litynski, Education Society. Plans are progressing well; there are no problems at present.
- **ICECE 2000:** São Paulo, Brazil. Melany Campi reported that 250 full papers have been submitted, 100 from Brazil. A conference homepage includes much more information on all aspects of the conference. The hotel rate is $60 per day. 2002 ICECE is scheduled for Santos, Brazil on March 17-20, 2002.
- **ICEE 2000 and 2001:** ICEE 2000 is scheduled for August 14-18, 2000 in Taiwan. Details are available on the web. Attendance is expected to be 400-500. ICEE 2001 "Interfacing the World" will be held in Oslo, Norway August 6-10, 2001.

- **International Conference on Information Technology Based Higher Education and Training:** Vic Schutz reported on plans for ITHET 2000 in Turkey. Marion Hagler stated that ITHET 2001 will be held in Japan. ITHET 2001 requests that EdSoc provide technical assistance comparable to that provided for ITHET 2000. President Watson asks if there are any objections. None were voiced.

General Society Issues:

Karan Watson led discussion regarding IEEE Education Society meeting schedule, typically in conjunction with FIE and ASEE Annual Meetings. She pointed out that the ASEE time slot (June) is not especially beneficial to interactions with the IEEE Board of Directors, since they require March input.

President Watson notes that the IEEE Board of Directors has questioned the level of active promotion and/or initiation of technical conferences by the Education Society. (FIE is the primary EdSoc conference; others receive some support). The level of Society activity in this area has gained attention, given the initiation of multiple education-centered conferences and forums by other IEEE Technical Societies.

President Watson requests volunteers to provide sustained support for the EdSoc website. She reports that she receives numerous requests for recommendations for people to serve on educational committees of other IEEE Technical Societies.

The meeting was adjourned at 5:15 p.m., to resume at 7:00 a.m. on Wednesday, June 21, 2000.

Wednesday, June 21, 2000
7:00 a.m.

President Karan Watson called the meeting to order at 7:00 a.m. on Wednesday, June 21, 2000.

Committee Reports

Several committee reports were presented.

Constitution and By-laws Committee Report:

Burks Oakley led a discussion of meeting location and schedule flexibility as bounded by the Constitution and By-laws. Deadlines for elections make FIE the natural choice for election of new officers.

Nominations Committee Report:

Vic Schutz provided a brief review of current officers.

Membership Report:

Dan Litynski presented the Membership Report. The Education Society membership outside of the United States has grown, especially in South America, Region 8. We have always held EdSoc AdCom Meetings in the U.S. (Regions 1-6).

General Issues:

Sherra Kerns motion seconded by Bill Sayle: The Vice President of the Education Society should serve as a liaison to IEEE Educational Actvities Board. Motion to propose this to EAB passed.

Alternate venues and modes for meetings were discussed. Dave Soldan agrees to investigate possibilities for EdSoc coordination with NEEDHA.

President Watson noted that education conferences sponsored by other societies are becoming more common. The priorities of EdSoc were discussed. Ted Batchman noted that best papers from other conferences could go onto the EdSoc CD ROM publication. Vic Schutz noted our connections with other conferences and suggests we watch for additional opportunities to partner. President Watson also asked for a group to consider whether EdSoc should consider expanding the level and/or type of activities. The sub-committee, comprised of volunteers includes: Dave Shattuck, Chair; Victor Schutz; Chalmers Sechrist; Dan Litynski. The committee will work primarily by email under the "Fuzzy Charge": Should we be and how should we be more involved?

President Watson asks whether a member of the EdSoc is willing to participate as a society representative on the IEEE USA Board.

Bill Sayle accepts the responsibility to coordinate EdSoc website maintenance. (Gratitude and sympathy are expressed by many.)

The meeting was adjourned by President Watson at 8:15 a.m.