IEEE Education Society
Administrative Committee MEETING

ASEE Annual Conference

June 24 & 25, 2003 – Nashville, TN

Minutes

Submitted by Joseph Hughes, Secretary.

The Administrative Committee Meeting of the IEEE Education Society was called to order by David Kerns.

The minutes from the past meeting on November 8, 2002 were approved. The agenda for these meetings was approved.

Publications Report

David Conner presented the publications report. One special issue has been delayed from May 2003 to November 2003 and a second special issue has been cancelled since no submissions were received. An author appealed a review decision and an appeal committee was appointed by the society president. Vic Nelson has been appointed to replace Dan Wilamowski as associate editor for digital systems education. David also mentioned the need to establish a transition plan for editor-in-chief position, since his term ends in 2004.

A motion was made by Tony Mitchell to formalize the appeal review committee, following the model established for the recent case. The appeals committee would consist of the society past-president, who would chair the committee, the society vice-president, and an associate editor chosen by the chair in consultation with the editor-in-chief. *The motion passed.*

Web Site and *Interface* Report

Bill Sayle presented the report on the society web site and *The Interface* newsletter. He distributed a report from Rob Reilly, the new webmaster, summarizing the renovations to the site and statistics on web accesses.

In discussion that followed, it was suggested that the web site include links to other education-related sites. One suggested approach for identifying appropriate sites was to solicit suggestions that would be reviewed by the *Transactions* associate editors.

Update on Possible Cooperation with IEEE Professional Communications and Engineering Management Societies

David Conner had not commented on this issue as part of the publications report, so Marion

Hagler agreed to check with him and report any update at the meeting the following morning.

Web Site

Burks Oakley commented that the revised web site does not include any mention of electronic publishing. Additionally, the society bylaws do not currently include the position of webmaster. Burks will draft a proposed revision to include the position.

Awards Report

Dan Litynski presented the report, including a summary of responsibilities and a schedule for the awards presented at FIE. There is a need for appointments to the awards committee; David Kerns will make these appointments. A draft proposal for a Junior Faculty Award should be presented at the next AdCom meeting.

Strategic Plan

David Kerns reported that editorial corrections have been incorporated into the version on the web site. Chalmers Sechrist has provided his comments and David Kerns and Dan Litynski will prepare an update for the next AdCom meeting.

FIE Steering Committee Membership

David Kerns reported that the EdSoc apparently needed to appoint a third member to the FIE Steering Committee. Assuming this was correct, the recommendation was to appoint John Orr. No objections were raised. The other EdSoc representatives are Ted Batchman and Jim Roberts.

Treasurer's Report

Rod Soukup presented the Treasurer's Report. There were several comments and discussion regarding changes in the budgets for future FIE conferences, particularly with respect to a reduction in purchase of conference proceedings by IEEE. Questions also were raised regarding the ASEE-ECE and ECEDHA contributions to the cost of *The Interface*. Rod agreed to follow-up on the newsletter contributions.

Marion Hagler and David Kerns commented on IEEE budget issues. Society reserves are no longer being "taxed," but efforts are continuing on cost allocation.

Membership Report

Hossein Mousavinezhad commented on his efforts to increase collaboration with the ECE Division of ASEE.

Fellows Award Report

Jim Roberts presented the report.

Conference Reports

- Vic Schutz, Kruno Heruaut, and Gaston Wolf discussed the possibly of EdSoc participation in the 2004 International Symposium with IGIP. A motion was made and approved that David Kerns appoint a group to make a recommendation to the AdCom. (The group will consist of Dan Litynski, Vic Schutz, Kruno Heruaut, Gaston Wolf, David Kerns, and a member to be named later.)
- Vic Schutz reported that ITHET 2003 attracted over 300 papers. Attendance was not known.
- Burks Oakley reported that he is working on developing an online conference.
- FIE 2001 – Ted Batchman reported that papers are still being reworked for publication in the *Journal on Engineering Education*
- FIE 2002 – John Orr distributed the final report for the conference. There were 548 conference registrants and 398 papers published. The conference ended with a net surplus of slightly over $65,000.
- FIE 2003 – no report

The AdCom meeting was suspended at this point on June 24 and resumed on June 25.

Conference Reports (continued)

- Burks Oakley continued the discussion on the possibility of an online conference, possibly in conjunction with the Sloan Consortium. The ensuing discussion identified several possible options for EdSoc participation, as well as joint efforts with other societies.
- FIE 2004 – Joseph Hughes reported on planning for the Savannah conference.
- FIE 2005 – The conference hotel has been determined. The EdSoc needs to appoint a program chair. David Kerns will handle this.
- No formal proposals have been received for FIE conferences past 2005.
- Reports also were presented for ICECE 2003 in Santos, Brazil, and the first Engineering Education Workshop organized by the Nordic Chapter of EdSoc. The Nordic Chapter is planning a second workship for fall 2003 in Copenhagen.

Chapters Committee Report

Rob Reilly has been appointed as chair of the Chapters Committee. A list of active EdSoc chapters was reviewed.

IEEE Headquarters Update

David Kerns reported on revisions to the list of TIP codes related to the EdSoc. Discussion ensued and additional modifications were recommended by concensus.

ITHET 2004

A request has been received that EdSoc become a technical cosponsor for ITHET 2004

(May 31 – June 2, Istanbul, Turkey). *Jeff Froyd made a motion to approve the request and the motion passed.*

IEEE Research on Customer Satisfaction

David Kerns reported that IEEE has sent out a survey on this topic and that results should be available for discussion at the FIE AdCom meeting.

Policy on Cooperation with Conferences

It was noted that "cooperation" should be described as "technical cosponsorship" in the policy. There was discussion of the "5%, if possible" contribution to EdSoc that is part of the policy.

There was discussion of the option for EdSoc, if desired, to assume ownership of ITHET beginning in 2005. It was decided to gather additional information for discussion at the FIE AdCom meeting. David Kerns asked Marion Hagler, Vic Schutz, and Jeff Froyd to serve in this capacity.

New Business

Hossein Mousavinezhad described the Region IV eIT Conference and inquired about possible interest in EdSoc involvement. He was asked to bring a proposal for technical cosponsorship to the AdCom meeting at FIE.

There being no further business, the meeting was adjourned. The next AdCom meeting will occur on Friday, November 7, in conjunction with FIE 2003.