IEEE EDUCATION SOCIETY
ADMINISTRATIVE COMMITTEE MEETING
ASEE Annual Conference
June 22-23, 2004 – Salt Lake City, Utah USA

Minutes

Submitted by Joseph Hughes, Secretary.

The Administrative Committee meeting of the IEEE Education Society was called to order at 7am on June 22, 2004 by Marion Hagler, who presided in the absence of David Kerns, President, and Daniel Litynski, Vice-President.

Federico Flueckiger, president of IGIP (International Society for Engineering Education) was introduced and made some general remarks about IGIP and cooperation with the Education Society, including the upcoming symposium this September in Fribourg, Switzerland.

1. Approval of Minutes
The minutes of the Nov. 7, 2003 AdCom meeting were approved.

2. FIE/NAE Collaboration
Ted Batchman reported on a discussion from the FIE Steering Committee meeting regarding the possibility of "associated meetings" being held in conjunction with the annual FIE conference. This discussion resulted, in large part, from a request by Norman Fortenberry for the National Academy of Engineering to become more closely affiliated with FIE. NAE will hold a symposium in conjunction with FIE 2004 this October in Savannah, GA. The FIE Steering Committee will discuss this issue further during its October meetings.

3. AdCom Meeting Times at ASEE
Several AdCom members had asked questions and expressed concerns over the scheduling of this year's meeting, particularly the shift to two breakfast meetings. It was explained that the IEEE AdCom meetings at ASEE are scheduled as part of the ECE Division of ASEE and that there are issues related to timing restrictions and number of sessions allowed in each time period. Joe Hughes agreed to check on possible options and report back to the AdCom during the following day's meeting.

4. Bylaws Update
Burks Oakley reported that the bylaws revisions approved by the AdCom at its November 2003 meeting had been accepted by IEEE.

5. Update on Online Conference Planning
Burks Oakley reported that he is working with John Bourne of the Sloan Consortium on online conferences and that several non-EdSoc events have been held. Information has been sent to David Kerns. It was recommended that the Education Society identify potential

partner societies within IEEE to organize an online conference.

6. Mac Van Valkenburg Early Career Teaching Award
Burks Oakley reported that the proposal to establish the award had been approved by IEEE and that four nominations had been received for the 2004 award.

7. Distinguished Member Award
Burks Oakley presented a proposal for the creation of the IEEE Education Society Distinguished Member Award "to recognize outstanding long-term service to the IEEE Education Society and significant contributions to higher education in fields of interest to the IEEE." The award could be presented to multiple recipients in a single year. Several other IEEE societies have similar awards. Ted Batchman made a motion to approve the proposal and send it to the IEEE. The motion was approved.

8. Awards Report; Preparation for Awards Banquet
Marion Hagler reported on behalf of David Kerns that there are some issues related to the formation of the committee for the Harriet Rigas Award currently being worked on. Otherwise, things are proceedings well.

9. Web Site and Mailing Lists
Rob Reilly distributed copies of several slides from the IEEE All Society Report, along with his evaluation and recommendations. Overall, there appears to be demand for increased products and services from the Society, particularly related to curriculum and teaching pedagogy. Rob presented statistics on use of the Society web site, which received over 15,000 logins in one year. He requested the Society provide a $250 annual budget item to cover costs associated with the web site. David Conner moved to create a $250 budget allocation for this purpose. The motion was approved. The Society has two electronic mailing lists. One is managed by the IEEE headquarters and is used for news messages. The second is an opt-in list used for asynchronous discussions and presentations. Ted Batchman's recent presentation "Getting Published in the IEEE Transactions on Education" attracted approximately 300 subscribers over nine days. Rob Reilly moved to allocate $250 to provide honoraria for speakers in this program. The motion was approved.

10. Chapters Committee Report
Rob Reilly reported that there are currently 20 Education Society Chapters, with 16 more in process. He asked if there was interest in developing an award to recognize chapter leadership. The consensus was that there was sufficient interest for Rob to develop a more specific proposal. Rob presented a proposal to allocate funds in the Society budget to support Chapter development. After brief discussion, it was decided to ask Rod Soukup to have the Finance Committee look at the issues and potentially bring a proposal to the AdCom for consideration at the October meeting. At this point the meeting was suspended. The meeting resumed at 7am on June 23, 2004.

11. Joint Dues Arrangement with ASEE
There was a discussion regarding the possibility of establishing a joint dues arrangement with ASEE to encourage membership in both societies. Later during the meeting, Frank Huband (Executive Director of ASEE) and Sherra Kerns (incoming ASEE President) joined the AdCom meeting for further discussion of this issue. One option presented would be to

provide one year free membership for members of one society who join the other society. The question was raised as to whether the intent of a joint arrangement should be to attract to new members or to encourage long-term membership in both organizations. Further discussions between ASEE and IEEE EdSoc will be held on this issue.

12. Proposed Trans. Education Plagiarism Policies
David Conner presented two proposed policies for the IEEE Transactions on Education to address the issues of re-use of material from prior publications and inclusion of copyrighted materials from prior non-IEEE publications. David Conner made a motion to approve the proposed policies. This motion was amended to ask David Conner, Ted Batchman, and Vic Schutz to review the proposed policies and bring a recommendation to the October meeting. The amended motion passed.

13. Publications Report
David Conner reported that there is an issue related to IEEE's flexibility on page budgets for the Transactions and that other IEEE societies are also concerned about this issue. Marion Hagler reported on changes to the formula used by IEEE to allocate funds to societies based on sales and electronic accesses to their publications. Under the revised formula, which is to take effect in 2006, the Education Society's allocation based on 2003 data would have increased from $98K to $120K. David Conner suggested that the Society may wish to limit the number of pages in papers or increase the page charges, since the new formula is based on the number of papers published, not the number of pages. It was suggested that the Society consider the creation of a second journal. The focus of such a journal might be intended to address some of the concerns raised in the All Society report.

14. Treasurer's Report
Rod Soukup presented the report. FIE 2003 produced a surplus of approximately $14,000 for the Society; FIE 2004 is projected to produce a slight surplus. For 2005, the Transactions is estimated at 512 pages and the cost for non-members will increase from $220 to $235. Overall, the 2005 budget has an expected surplus of approximately $30K.

15. Fellows Award Report
John Orr reported on behalf on Mario Gonzalez. In 2003 there were nine nominations handled by the Society and three were selected. Nine nominations also were handled in 2004. This is the last year for Mario as chair of the Fellows committee and David Kerns will need to appoint a new chair.

16. Membership Report
Hossein Mousavinezhad reported that the Education Society membership in May 2004 was 2964, down from 3046 the previous year. Most societies had declines during the year.

17. Policy on Technical Co-sponsorship with Conferences
Marion Hagler reported that the policy had been approved by IEEE headquarters. The question was raised as to whether or not the Education Society was actively marketing itself at these co-sponsored conferences. It was pointed out that the Society can receive publications income if proceedings from co-sponsored conferences are included in IEEE Explore. The issue of modifying the policy to encourage this practice was raised and it was decided to discuss this topic at the October meeting.

18. Conference Reviews and Proposals

- **FIE 2002** has closed, with $21K surplus to each sponsor.
- **FIE 2003** is in the process of closing, with $14K surplus to each sponsor.
- **FIE 2004** will be held in Savannah in October. Rod Soukup reminded everyone that award recipients are required to register for the conference in order to receive an award at the conference banquet. This policy was established by the FIE Steering Committee and some societies pay the registration fee for recipients as part of the award. This is an issue that the AdCom may wish to discuss at a future meeting. (At this point, Frank Huband and Sherra Kerns joined the meeting for part of the discussion reported under item 12 above. After that discussion, the meeting continued as follows.)
- **FIE 2005** will be held in Indianapolis, October 19-22. Susan Lord will be the EdSoc program co-chair. The Call for Papers has been released.
- **FIE 2006** will be held in San Diego, October 28-31. This meeting will be held Saturday through Tuesday, based on hotel availability. The hotel contract has been signed. EdSoc may need to appoint a new program co-chair to replace Russ Meier, since it was recommended at the FIE Steering Committee that he not serve as program co-chair for FIE 2006 and as the sole general chair for FIE 2007.
- **FIE 2007** will be held in Milwaukee, October 10-13. The hotel has been picked.
- **EdSoc needs to replace Jim Roberts on the FIE Steering Committee**. Need to check on the schedule for replacement.

19. Meeting Committee Report

Vic Schutz reported on the following meetings:

- **2004 International Symposium with IGIP**, Sept. 27 - Oct. 1, Fribourg, Switzerland. The Education Society is a technical co-sponsor of this symposium.
- **WCETE 2004** was held in March. There were six workshops, 396 presentations, and 534 attendees. The conference contributed $1000 to EdSoc.
- **GCETE 2005**, March 13-16 in Bertioga, Brazil is being organized by Claudio da Rocha Brito and Melany Ciampi. The conference is requesting technical co-sponsorship with the Education Society. Leonard Bohmann made a motion to approve technical co-sponsorship. The motion was approved.
- **ITHET 2004**, Istanbul, had 138 papers and 200 attendees. ITHET 2005, July 7-9 in Santo Domingo, is requesting technical co-sponsorship with the Education Society. Jim Sluss made a motion to approve technical co-sponsorship. The motion was approved.

20. Appointment of Nominating Committee
David Kerns is finalizing appointments for the nominating committee, which is responsible for preparing the slate of 2005 candidates for elections to be held at the October meeting. Suggestions for committee members should be sent to him.

21. AdCom Meetings at Future ASEE Conferences
In response to the issue raised the previous day, Joe Hughes presented several possible schedules for EdSoc AdCom meeting(s) at future FIE conferences. Based on several straw

votes, the preference was for a single meeting on Monday evening. Joe will contact the ECE Division Program Chair for ASEE 2005 and request the new meeting time.

There being no further business, the meeting was **adjourned**.