

## DRAFT Minutes

### IEEE Education Society Administrative Committee Meeting

June 13-14, 2005, Portland, OR

President Daniel Litynski called the meeting to order at 6:35 pm and welcomed committee members and guests.

Attendance: Dan Litynski (president), Joe Hughes (VP), John Orr (secretary), Jim Sluss (treasurer), Ted Batchman, Saroj Biswas, Susan Conry, Satinderpaul Devgan, Manuel Castro, Melany M. Ciampi, David Conner (Transactions Editor), Marion Hagler, David Irwin, David Kerns, Susan Lord, Russ Meier, Mani Mina, Tony Mitchell, Hossein Mousavinezhad (membership chair), Victor Nelson, Burks Oakley (const & bylaws chair), Rob Reilly (chapters chair), Jim Roberts, Victor Schutz (meetings chair), Jean-Pierre Steger, Tim Skvarenina

Past secretary Joseph Hughes distributed the minutes of the Savannah meeting.

**Approval was moved, seconded, and passed unanimously.**

Publications Committee Chair David Conner distributed and presented the publications report.

Conner yielded to Manuel Castro who distributed a proposal for a new electronic journal addressed to Spanish-speaking members. It was suggested that the Ed Soc website would be an appropriate site for this journal. Discussion was positive, with questions about the cost of the endeavor. **It was moved, seconded, and approved to create a committee to investigate the details and report back at the next meeting.** The motion was seconded and approved. Castro will chair; Conner and Reilly will serve

Burks Oakley, chair of the Constitution and Bylaws Committee, summarized the previous work (which was initiated primarily to remove gender-specific language). Oakley reported that a more extensive review and revision is now needed, which would involve a committee and 1-2 day face-face meeting with both experienced and newer people. He recommended that this would be appropriate after the upcoming strategic planning process is completed

Rob Reilly reported as Chapters Committee chair and distributed a report (yellow handout). The number of Ed Soc chapters has grown from nine in May 2003 to 36 chapters at present with 30 under development and initial efforts in eight others. The Chapters Committee includes: Manuel Castro, Spain Chapter, Jean-Pierre Steger from Switzerland.

Reilly proposed three new chapter-related awards: Distinguished Leadership award, Visionary Award, and Chapter of the Year Award (handout). He requested an order of \$5000 to fund the award activities, with support also from the IEEE Foundation. It was noted that approval of all new awards by IEEE HQ is required unless the awards are given only rarely. Joe Hughes as awards chair described the approval process. Oakley suggested that "Chapter" should appear in the award titles. It was suggested that the "Visionary" and "Leadership" awards be combined. This was agreed to. **Hughes moved that Reilly and Hughes prepare a proposal for the awards committee to review, with**

**a report back to the Ad Com within six weeks, followed by an email vote. Motion carries.** Susan Lord noted that funding for FIE registration, and the amount of an award check should be included in the consideration.

**Reilly moved a request for one-time support of \$5000 (handout p 5) for use by the chapters committee for chapter related activities.** Conner mentioned that this money would help in the request for Foundation grants. Discussion occurred on the need for a recurring budget line item. Reilly says that he is not in a position to propose a recurring budget now. **The motion passed.**

Reilly reported as chair of the web site committee (handout). The annual cost is about \$90/yr for statistics and a poll. The site is at “cruising altitude” in terms of usage with minor improvement possible.

Joe Hughes reported as chair of the Awards Committee. Nominations end on 6/14/05 for the VanValkenburg award and Distinguished Member award. Aug. 15 is the deadline for the other awards. Regarding the Rigas award, changes will be proposed. It was reported that the FIE steering committee discussed awards on 6/13/05 and that Joe will work with FIE. A question was raised as to whether the Awards Chair is a member of the FIE Steering Committee. This question was not resolved. It was confirmed by the FIE Steering Committee that the Plants Award is to be an FIE award, not an ERM award.

David Irwin reported on developments regarding the Education Society taking on sponsorship of the IEEE Undergraduate Teaching Award. It was noted that this is a prestigious, IEEE-level award, which would bring significant recognition to the Education Society. Irwin distributed a handout with wording on this sponsorship via the IEEE Foundation. A previous proposal, which would have cost \$15,000 per year was declined by the Ed Soc. **Hughes moved on behalf of Irwin that the Ed Soc agree to sponsor the award for five years, from 2007 through 2011, with a cost to the Ed Soc of \$7,000 in the first year and \$5,000 in succeeding years, the award to be given at the FIE conference.** The Ed Soc would recommend a person to serve on the selection committee (the “IEEE graduate and undergraduate teaching award committee”). The treasurer agreed that the Ed Soc can afford this activity. The motion passed with David Conner abstaining. It was noted that the Education Society would be listed as the award sponsor. It was suggested that we should attempt to include Ed Soc’s right to continue as sponsor for a second five years, and this was agreed to be desirable. IEEE BOD approval will be required. It was recommended that the award should include the cost of registration, and possibly travel, to FIE.

The Awards Committee addressed operational difficulties with the Rigas award (yellow handout p 17). **It was moved that the Awards Committee chair contact the sponsor of the award and previous winners regarding proposed changes, and that the process be appropriately modified.** Hughes will return in October with a report. The motion was seconded and passed. The concerns included the inflexibility of the awards committee process and the eligibility requirements for award nominees (for example, if the CS discipline would be appropriate). Dan Litynski reviewed procedures of the past several years in which he as awards chair oversaw the awards. Kerns reviewed reasons for the 2002 motion which is now suggested for change. It was suggested that ECE

heads as well as deans be contacted since candidates are restricted to EE, CompE, and similar programs.

Chalmers Sechrist will be retiring from the IEEE Awards Committee and will be replaced by Lyle Feisel. Feisel will be responsible for the Achievement award. The Education Society Administrative committee expresses its appreciation to Chalmers for his excellent work.

Jim Sluss presented the Treasurer's report, with two handouts. The society's new worth is currently \$560,000 and we are on track with respect to the year's budget. Regarding the 2006 budget, the number of Ed Soc members and the number of Transactions pages represent the primary budget drivers. Pages are expected *to* increase to 600 in the 2006 budget. No Initiatives with budget significance are expected. David Conner noted that the over-page charge should be \$200/page, not \$110 for pages over 6 as the budget indicates. Conner will investigate this with Sluss. A question was raised about conference income and expense. It was explained that significant post-conference income is received from electronic access to the Ed Soc publications. The FIE Proceedings will generate significant income from Xplore in particular. This should increase in the future. **Sluss moved, subject to possible page charge correction, that the 2006 budget be approved. This motion passed.**

John Orr reported for the Ed Soc Fellow Review Committee, David Soldan chair. Orr reported that nine Fellow nominations had been reviewed by the committee.

Hossein Mousavinezhad reported for the membership committee, with a handout. Mousavinezhad reported on the IEEE membership chair's retreat. The retreat had broad worldwide region and society representation. It was reported that overall the IEEE societies have experienced a 50% decline in membership overall. (Note that this is society membership, not IEEE membership.) This appears to be due to the lack of need to join societies for their publications with the current widespread electronic access. Mousavinezhad described Ed Soc best practices at the retreat, including the Transactions, FIE, and other international conferences. He suggested a membership booth/table at conferences such as FIE. Much growth is coming from outside regions 1-6. It would be desirable to have all ECE faculty members join the Ed Soc, which would double the membership with approximately 6000 ECE faculty members in regions 1-6. David Kerns noted that the budget sheet indicates that membership has fallen from 2976 in 2003 to 2397 in 2005. However, Mousavinezhad stated that his recent data indicates a total membership of 2,961 in 2005, nearly identical to the value of 2964 in 2004.

**Victor Schutz moved that the Ed Soc provide "technical co-sponsorship" for ICECE '05 in Madrid as requested by Manuel Castro.** It was noted that the initial (background) pages of the meeting proposal contained errors and that the formal proposal begins on page 3 of the handout. The motion passed. It was noted that the "Actions Expected" are not guaranteed and that the proposal is late.

Russ Meier provided a report on FIE 2007, to be held Oct. 10-13 in Milwaukee. The hotel contract is almost final at \$135/night. KUCE has been contracted for logistics and Dan Budny for the Proceedings. It was noted that an Ed Soc program committee member is needed by the time of the October 2005 FIE meeting. The request was passed to the FIE steering committee members for suggested nominees.

**The meeting recessed at 9:00 pm and reconvened at 7:32 am, June 14.**

Melanie reported for the WCCSETE conference in Santos, Brazil, which Dan Litynski attended. Litynski reported on his visit to Campinas and Sao Paulo in conjunction with this conference. The next WCCSETE conference will be held in March, 2006 (handout)

**Burks Oakley moved that we agree in principle for “technical co-sponsorship” for the upcoming WCCSETE 2006. Approved.**

Victor Schutz noted the upcoming conference in Santo Domingo in July. Schutz also commented on the IGIP symposium, Sept 27 – Oct. 1, 2004. At this meeting, for the first time, the four presidents of IEEE, ASEE, SEFI and IGIP met. Schutz also reported on an informal request to cooperate with IGIP conference in Estonia in September 2006 (handout).

Joe Hughes reported on FIE 2004. The conference was a technical success and broke even financially. Attendance was down somewhat from the past two years. Also there was an approximate 10% no-show rate by paper presenters. The conference is in the final steps of closing out. Attendance was 566 total.

Susan Lord reported on FIE 2005 in Indianapolis, Oct 19-22. A large number of papers were submitted and the program is on track. Currently 380 papers have been accepted and received.

Susan Lord also reported on FIE 2006 in San Diego, Oct 28-31, Sunday-Thursday. The call for papers is out. There will not be a conference banquet. Awards will be presented at a reception.

Ad Com meeting times at ASEE and FIE were briefly discussed and problem with administrative meetings overlapping with technical sessions was noted. No preference was expressed for a day vs. evening meeting, but a 2-hour time slot is needed.

The need to increase the efficiency of Ad Com meetings was noted. **Marion Hagler moved that in the future we will require the meeting agenda to be posted 3 weeks in advance, with late additions subject to approval at the start of the meeting. Also, all information and reports will be posted at least two weeks in advance of the meeting. Approved.**

Ted Batchman reported regarding the MOU between FIE and CASEE (handout). The MOU contains three major components: Financial, ownership of intellectual property, and responsibilities. ERM and the Computer Society have already approved this MOU. **Conner moves approval. Approved.**

Batchman reported on the status of the draft MOU for FIE among the three sponsors (ASEE ERM, EdSoc, and CompSoc). It appears infeasible to arrive at a formal agreement.

Batchman reported on several items for FIE:

A new Ed Soc rep to the FIE steering committee is needed to replace Ted Batchman whose term expires at the end of the current ASEE meeting. John Orr's term expires in June 2006. Jim Robert's term expires in June 2007. Dan Litynski suggests that in the future the Ed Soc nominating committee bring a person forward in the fall for the following summer (i.e. at the FIE meeting). At

least one of the representatives from each sponsor has typically been a general chair.. **Dave Conner moved that Ted Batchman be re-appointed to the term running from 2005 to 2008 and that the nominating committee provide recommendations in the future. Approved.**

Joe Hughes will appoint the Dasher Award representative from the Ed Soc.

Joe Hughes will appoint the Plants Award representative from the Ed Soc.

Dan Litynski asked the 3 Ed Soc members of the FIE steering committee to suggest a person as Ed Soc Program co chair for FIE 2007. It would be desirable that at least one of the program co-chairs be experienced. After a brief discussion **Jim Sluss is appointed.**

The question of how registration fees are paid for award winners at FIE was raised. FIE needs to know from each organization what they pay as part of their award. A process to notify the recipients of exactly what is paid and what is not paid is needed to avoid misunderstandings. It was proposed that there be direct contact from the Awards Chair to each recipient. Marion Hagler recommended that all societies presenting awards should cover registration and banquet fees for recipients. It was pointed out that the Fellow award present problems since the venue is at the recipients discretion. The ERM and Computer Society have agreed to pay registration fees for their awards. **Dave Kerns moved that for the following EdSoc awards: Achievement, Meritorious Service, Best Paper award (for 1 author), Distinguished Member, Registration and banquet, but not travel be covered. It was verified that for the Rigas award, HP pays registration. Approved with one nay vote.**

Dan Litynski announced that he is considering an MOU received from Ted Hissey, President Emeritus of the IEEE, regarding cooperation with the Teachers and Researchers Club for Electrical, Electronic, and Automation Technologies of France. He distributed copies of the proposed MOU and asked for feed back within two weeks from the AdCom.

Dan Litynski led a discussion of the Society Review report. He reviewed where we are in the review process. (1 page PowerPoint handout) and referred to the presentation slides (32 slide handout). David Conner provided the following conclusion: The only major issue from the review was with respect to society governance: that the society membership does not have any input into selection of the leadership and that the leadership does not reflect the geographic diversity of the society. Final approval of the Review will be at the TAB meeting in the Fall.

Dan Litynski initiated the Ed Soc strategic planning process (32-slide planning PowerPoint handout). He referred to the schedule. Phase 1: society review (complete); Phase 2 Strategic Plan completion and approval (Jun-Oct 05); Phase 3 Implementation (Oct 05-Oct 06). After Phase 3 there will be annual review and analysis.

The organization of planning process was discussed. The Strategic Planning Steering Committee consists of the Ex Com plus the two past presidents.

Ted Batchman emphasized that the Ed Soc budget must reflect the strategic plan and that the plan must be reviewed and resources reallocated each year.

Mani Mina commented that the membership should be involved in strategic planning and that some aspects need to be somewhat provocative to stimulate membership involvement.

Concern was expressed as to how to keep the process moving and focused on the important implementation aspects. The consensus was to get a draft on vision/mission/goals out quickly to stimulate discussion and progress.

Joe Hughes asked, “Why do so few faculty members who join IEEE join the Ed Soc?” He stated that we compete with the other IEEE societies and asked if there is an opportunity for us to be of more value to young faculty members. Dan Litynski noted that this relates directly to our Vision and Mission. The Physics Education Society was noted as an example of leading ideas with top people contributing to it. Marion Hagler commented on the need for a focus on both educational research and educational practice. A specific suggestion was to sponsor an effective teaching workshop at ASEE or FIE. David Kerns noted that we need to keep the rest of the world in mind, not just the U.S. David Conner supported Rob Reilly’s proposal for a Transactions on web-based education technologies.

**David Conner moved that over the next 7-10 days, Ad Com members should identify the issues and send them to the steering committee chair. The Steering Committee includes the four officers and the junior and senior past presidents. President Litynski will chair the steering committee. Hagler seconds. Approved. It was agreed to empower the steering committee to establish working groups to prepare a draft for September.**

Adjourned at 10:05 a.m.

Submitted, John A. Orr