ADMINISTRATIVE COMMITTEE MEETING MINUTES

IEEE Education Society

Administrative Committee

Administrative Committee Meeting, Friday, June 22-23, 1999
Charlotte, North Carolina

Held in conjunction with the:
Annual Conference of the American Society for Engineering Education
Charlotte Convention Center: Charlotte, North Carolina
June 20 - June 23, 1999

Minutes
Version: November 8, 1999

Tuesday June 22, 1999
8:30 a.m.-10:15 a.m.
Room 212A/B Convention Center

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

The Administrative Committee of the IEEE Education Society was called to order
by President Karan Watson at 8:30 a.m, June 22, 1999. Introductions of all
attendees followed. The minutes of the previous meeting were approved
unanimously.

Dan Budny reported on the status of FIE 1999. He indicated that approximately
450 papers will be presented, of which 150 were from the Education Society. He
requested a $5,000 advance from the Education Society in support of this
conference. President Watson indicated that this is in the budget, and will be
provided without any further approval.

The subject of awards was discussed. Burks Oakley volunteered to serve as the
Education Society representative to the Dasher Award Selection Committee. Jerry
Yeargan confirmed that the Educational Activities Board (EAB) awards would be
coordinated with Marion Hagler who is responsible for coordinating the entire
awards program.

Jim Roberts reported on the status of FIE 2000. This conference is scheduled for
October 18-21, 2000 at the Hyatt in Kansas City, MO. The hotel rate will be
approximately $100 per night, and the conference planning appears to be in good
shape.

Ted Batchman reported that FIE 2001 will be held in Reno, Nevada, at the Nugget
Hotel on October 11-13, 2001 and that there are no unanticipated issues
associated with the conference planning. He indicated that the room rate will be
approximately $89 per night.

It was reported the FIE 2002 will be held in either Boston, MA or Providence,
RI. A firm proposal will be presented at the November meeting of the FIE
Steering Committee by John Orr of WPI.

President Watson asked Vic Schutz to introduce the representatives from Brazil,
and the ICECE (International Conference on Engineering and Computer Education).

Professor Schutz said that Hugo Figueroa could not be present, and he introduced Melany and Claudio Brito. They described the conference to be held near Rio de Janeiro, Brazil, August 11-14, 1999. The conference web site (http://www.fee.unicamp.br/icece99) contains information regarding travel, visa requirements, and post conference trips.

Professor Schutz introduced Trond Clausen who described the Engineering Education Conference he is planning in Oslo, Norway, the first or second week in August, 2001. He indicated the conference will be sponsored by the Ministry of Education and the National Council for Engineering Education. Conference planning is well underway. It was also announced that a chapter of the Education Society recently opened in Norway, and announcements are on the Education Society web site.

Professor Jerry Yeargan reported that two other international conferences are being planned, one with Region 8 in Switzerland next year and one in Aachen, Germany in 2001.

President Watson reviewed the status of each of the following awards and identified the Education Society individual responsible.

Education Society Achievement Award - Chalmers Sechrist
Education Society Meritorious Service Award - Ed Jones
MacGraw-Hill/Jacob Millman Award - Jim Rowland
Hewlett-Packard/Harriet Rigas Award - Karan Watson
Best Paper for Education Transactions - Ted Batchman
Associate Editors
FIE Schmitz Award - rotates: currently Bill Sayle
FIE Dasher Award - Burks Oakley (Dick Culver from ERM)
FIE Plants Award - ERM will handle
EAB Awards - Jerry Yeargan

President Watson reported that Don Kirk would handle the Fellow Awards this year but would like to step down in the near future. Ed Jones described the responsibilities of chairing the Fellow Committee and suggested that likely replacement candidates would come from the current Fellow Awards Committee of approximately seven members.

President Watson asked for nominations for each of the first four awards previously listed and suggested they be submitted to the designated chair of each award committee.

President Watson reported that Bill Sayle could not attend to present the newsletter report, however, he indicated there were not major problems. He should receive articles in late August for the November issue.

Treasurer Rod Soukup presented the Treasurer's report. (See attachments).

President Watson presented the President's Report as follows:

The Education Society was recently put on a "watch list." She was asked to attend a meeting in late 1998 and found that the Society had not actually triggered a watch list designation but looked like it might, as a result of negative budget balances. She reported that the Society is much healthier and that if FIE conference budgets are closed in less than one year, that we should maintain a positive balance. It was noted that the Book Broker Program can significantly effect the budget of a small society and that the actions of the

finance committee at TAB meetings regarding algorithms for distribution are critically important.

President Watson indicated that we are now off the watch list, however, FIE general chairs should be encouraged to not wait until every small issue is finalized to close the conference books. The difficulties associated with the IEEE Computer Society administration of FIE conference financials was discussed and it was reported that the FIE Steering Committee is investigating these difficulties.

President Watson reported that the Education Society will have an official review by IEEE next year. A report must be turned in by January 2000 and in February an IEEE review committee will review the Society. She distributed and reviewed an initial draft of the report and asked for inputs.

President Watson dissolved all technical (area) committees and indicated she will reconstitute technical committees in coordination with technical areas represented by the Associate Editors of the Education Society Transactions. She requested that an ad hoc committee be formed to review and determine the appropriate technical area committees, with the goal of getting good alignment between the Transactions associate editor's areas and the appropriate areas covered by the Education Society. A "ad hoc technical area committee" was established. Marion Hagler will serve as chair; other members include Pat Ransom, John Uhman, Bob Sullivan, and Ted Batchman.

President Watson said we are currently giving no support to the new Education Society chapters.

She reported that two years ago the ADCOM voted to set up a financial committee with the treasurer as an ex-officio member. This has not been done and, therefore, we need to form a financial committee to work on short and long-range planning and address issues such as chapter support previously mentioned. A financial committee was established by volunteers as follows:

Chair Tim Skvarenina and other committee members, Dan Litynski, Jerry Yeargan and Treasurer, Rod Soukup.

The issue of Society membership was discussed. President Watson indicated there may be great potential for increasing international membership if we can identify a mechanism for individuals to join the Education Society without having to join IEEE. This is being investigated. She called for new ideas on expanding membership through use of the Internet, increasing corporate sponsorship, and providing more benefits to the academic community.

The current membership of ASEE was mentioned as potential member candidates for the Education Society. Professor Ed Jones suggested we look at offering one year of free membership for new faculty. Dan Litynski suggested we set up a display at the FIE conference as was done last year. Jerry Yeargan suggested that we must increase our presence outside the USA and provide some support for local activities in local sections.

President Watson said that the "meetings committee" chaired by Dan Litynski, should be activated with additional members and evaluate the Society's position with regard to other meetings."

A motion was made and passed unanimously that the Education Society develop a "list serve" for all its members, with an easy way to unsubscribe for those who do not wish to remain on the list.

President Watson adjourned the meeting at 10:15 a.m.

Wednesday June 23, 1999
7:00 a.m.-8:30 a.m.
Room Carolina D in the Adams Mark Charlotte Hotel

IEEE Education Society, AdCom Meeting
Part 2
June 23, 1999
Charlotte, North Carolina

Wednesday, 0700-0815
Submitted by Dan Litynski for David Kerns

President Karan Watson called the meeting to order at approximately 0700.

Karan Watson reviewed the activities of part one of the meeting held 1230-1400 on 22 June 1999.

Transactions Report - Ted Batchman

Editor-in-Chief Batchman provided an IEEE Paper Review Summary sheet. All papers are currently out for review (183 total). Have 18 waiting in the queue. The number of papers received per year varies between 120-150. The acceptance rate is about 30%. We have a six-page limit and additional pages cost the author(s) $175 per page. When Ted Batchman took over the position, most of the submissions were technical papers that he felt were "dumped" into our journal and really inappropriate. He now reviews all submissions to ensure they address teaching pedagogy or assessment. They are considering two special issues. The February 2000 issue will focus on ABET EC2000 and assessment. Sherra Kerns wishes to have a special issue on best practices about one year later. The IEEE is asking publications to have a nine-month turnaround from submission to publication. That is a problem for us due to reviewer turn-around time. The IEEE is planning for more extensive electronic submission. We have done a couple of CD issues that Marion Hagler and Janet Rutledge handled. We do have a backlog of approximately 20 papers in electronic format and need to begin the review process on them. Karan Watson thanked Ted Batchman for the excellent job he has done with the transactions, but noted that his "plate is becoming very full" over the next few years. We will be looking for a vice editor or senior editor who can assist Ted and eventually become his successor.

Membership Report - Dan Litynski

Membership chair Dan Litynski provided a copy of the IEEE Membership Development Progress Report for May 1999. The 1999 IEEE geographic membership growth continues to be strong. The geographic (regional) society membership of 308,456 in April 1999 was a 5.0% increase over April 1998. The 1999 IEEE society membership of 353,809 was a 5.4% increase over April 1998. The 1999 IEEE Education Society membership of 3,222 was a 5.5% increase over April 1998. The Education Society growth met our goal of maintaining or exceeding the percentage growth of the IEEE as a whole. Dan Litynski noted that we did have a display for

the IEEE Education Society at the FIE 98. This was arranged at no cost by the membership chair. The board approved the proposal that Dan Litynski investigate the feasibility and cost of having an Education Society Display at FIE 99. During a discussion about membership recruiting ideas, it was suggested that: 1) we consider giving new faculty a one year fee membership and perhaps have IEEE pick up a second year. 2) we contact EE and other department heads to encourage membership and solicit data, 3) we look at the database to determine overlapping members of our society and ECE.

Chapter Report - Victor Schutz (for Adam Skorek)

Victor Schutz noted that we formed a new chapter in the Scandinavian countries last year. A new one will be inaugurated at the University of Campinas in August in conjunction with the International Conference on Engineering and Computer Education. Trond Clausen noted there are sixty members in the new Chapter covering Scandinavia and the Baltic States. They have established an interactive network for communication, which started strong, dwindled in activity, somewhat, and will now be called for more interaction. He noted that SEFI has about 130 members while there are 862 education society members in Europe. IGEP has about 300. Karan Watson will be looking at chapter formation. We should encourage society members to get more involved. Their enthusiasm will then help grow membership.

President's Report and Open Discussion - Karan Watson

The president opened the floor for general discussion and asked members to discuss their perspective on the strengths and weaknesses of the society. A strength is the society sponsorship and support of conferences especially the Frontiers in Education series. Chalmers Sechrist asked if we knew how many members joined as a result of the FIE? It was agreed that information gathering would be useful and should be coordinated. Data on membership by faculty and department chairs could prove useful. We should try to inform more faculty about the Education Society and present the "value added" we provide. Ted Batchman noted we will face, in the near future, the decision of whether or not to put Transactions on the Web. If so, should they be free, free for a time, or restricted to members only. It is expected that the IEEE will do the posting and server maintenance. Some European countries have already been asking for copies of Transactions in whatever form possible because they are difficult to obtain. Karan Watson noted we should look at this issue carefully. We should consider not only the economics of the situation but also how it affects our information dissemination and our image as a technologically lead society.

Adjournment - Karan Watson

The president thanked all participants. Minutes will be posted on the Web. The meeting adjourned at 0815.