ADMINISTRATIVE COMMITTEE MEETING MINUTES

IEEE Education Society

Minutes of IEEE Education Society Meeting

7 pm November 7, 1996 - Salt Lake City, Utah

(held in conjunction with the 1996 FIE Conference)

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Attendees: T. Batchman, D. Brown, D.Budny, P. Daniels, M. Gonzalez, P. Grosewald, M. Hagler, J. Harris, R. Herrick, L. Huelsman, T. Kanneman, D. Kerns, P. Mack, A. Moye, B. Oakley, D. Pierre, J. Roberts, W. Sayle, V. Schutz, C. Sechrist, J. Shetler, T. Skvarenina, R. Sullivan, B. Wheeler

The meeting was held in Salt Lake City in conjunction with the 26th Frontiers in Education Conference.

I. Welcome and Introductions

The meeting was called to order by the President of the Education Society, Robert Sullivan, at 7p.m. Attendees were asked to introduce themselves.

II. Approval of Minutes of Previous Meeting

The Minutes of the June 1996 meeting that coincided with the Annual ASEE Conference were approved.

III. President's Report

Sullivan reviewed TAB activity, and noted that TAD was changing their charging algorithms, so that now both under AND over utilization of services (e.g. Transactions planned pages) would be subjected to a surcharge. Merrill Buckley is the new Div. VI Director, Joe Bordogna is the ('98) President-Elect, Jerry Yeargan was re-elected as IEEE EAB VP. Mark Hazelcorn is Div. VI rep on a blue ribbon committee on IEEE/TAB reorganization and requests input. A proposal has been advanced for a DivVI Conference. Pres. Sullivan proposed sessions at FIE instead.

The Bylaws changes have all been approved by TAB and the Bylaws (and Strategic Plan) are complete and appear on the Web.

IV. Treasurer's Report

Finances appear to be in good shape (but IEEE and TAB surcharges often appear in late Nov.). After some modifications, the 1997 budget (deferred from 6/96) was approved (attached).

V. Newsletter (the Interface) (W.Sayle) mailed out early Nov.

Committee Reports

A. Frontiers in Education Steering Committee - Herrick presented plans for FIE meetings for the next four years which will be held at the following locations:

- '96 Salt Lake City: (Iskandar, going to be very successful, both financially and in terms of attendance. Some concern that we must be careful of too much success, and try to limit maximum size to about 600 people).
- '97 Pittsburgh, Pennsylvania (L.Schuman/C.Atman...going well)
- '98 Tempe (Phoenix) Arizona (Evans/Roberts)
- '99 Puerto Rico (D. Budny)

- 2000 Kansas City,MO (J.Roberts)

Those plans were formally approved.

B. Awards Committee - There will be 18 awards this year: FIE, EdSoc, EAB and IEEE Institute. Vic Schutz showed the awards brochures, and said advance copies were obtainable. R.Soukup reported that phase II of the awards manual was completed, and a phase III chair needs to be appointed.

C. Strategic Plan (Pat Daniels) Plan is on web, and was electronically approved on the web.

D. IEEE Press (Herrick) additional reviewers are needed. Contact Herrick for areas of need and further steps.

E. Membership: In absence of a membership chair, President Sullivan pointed out that there was a proposal for a joint ad campaign within Div. VI societies. It was also pointed out that there was an EdSoc membership form on our website, and hard copies of the form were distributed at the meeting for board members to circulate.

V. Transactions on Education - 1996 Special issue (Hagler)

(via both CD-ROM and print version) had some glitches, a new, but harmless virus that escaped detection at first, and an incorrect formatting which required "reprinting" of the CD-ROM, but overall was clearly successful, although all financial info is not yet available.

A short discussion of the Transaction's major paper "backlog" (several hundred papers) problem occurred and it was decided that there were 3 problems: one historical, the second, a too lengthy review process, and third, an administrative problem. An ad hoc committee to investigate and resolve the problem was formed by Sullivan consisting of M. Hagler, C. Sechrist and T.Batchman. M. Hagler proposed that $25k be transferred from reserves to the 1997 operating budget's already allocated $10k for further CDROM publications and the total be used to publish the 3rd & 4th issues of the 97 Transactions in CD ROM format. The committee further proposed that M.Hagler and T. Batchman be appointed assistant editors to achieve close cooperation with those authors who had papers with the most time in the approval and publication process, to ensure a resolution of the backlog and transition of those papers into CDROM format, with any added material that would enhance the technical content of the paper. All motions were accepted. [Subsequent to the meeting, T. Batchman was appointed Transactions editor].

VII. Nominations & Elections: C. Sechrist

C. Sechrist, on behalf of the nominating committee, presented a slate of officers, nominating V. Schutz and P. Grosewald as President and Secretary/Treasurer respectively. There being no other candidates, the secretary was asked to note that election to these offices was by acclamation. There were three VP nominees and four nominations for the four three year Adcom seats, but after much discussion about the

needs for diversity and representation from industrial educators, the nomination process was extended. Sullivan solicited additional nominees electronically. An electronic ballot was prepared and sent to all voting AdCom members for use. The new VP elected was Karan Watson and the four new AdCom members elected were:

> H. Akiyama, P. Ransom, J. Rutledge and E. Sarpa.

The next meeting will be held in Milwaukee at the June, 1997 ASEE meeting. A motion was then made, and approved to adjourn.

Minutes of the joint ASEE (ERM Division)/IEEE Education Society Meeting

November 9, 1996 - Salt Lake City, UT

Attendees: T. Clausen, J. Ellis, B. Eschenbach, P. Grosewald, M. Hagler, J.Harris, R. Herrick,T. Kanneman, R. Lewis, P. Mack, L. Richards, W. Sayle, L. Shuman, V. Schutz, T. Skvarenina, K. Smith, R. Sullivan, W. Venable, J. Yeargan

The meeting was held in Salt Lake City in conjunction with the 26th Frontiers in Education Conference.

I. Welcome and Introductions:

The meeting was called to order by the President of the Education Society, Robert Sullivan, who serves as chair of the Nov. joint meetings. (ERM president serves as chair at June meeting). Attendees were asked to introduce themselves.

II. Approval of Minutes of Previous Meeting

Although the ERM secretary V. Cox was unable to attend, he'd arranged that the Minutes of the June 1996 joint meeting that coincided with the Annual ASEE Meeting were distributed, and they were approved.

III. Frontiers in Education Steering Committee

Bob Herrick reported that FIE meetings for the next future years will be held at the following locations: (1999 and 2000 were approved, and preliminary approval was given to 2001 by the joint committees).

> '97 Pittsburgh, Pennsylvania
> '98 Tempe (Phoenix), Arizona
> '99 Puerto Rico
> 2000 Kansas City
> 2001 (Preliminary) Reno

The steering committee bylaws were presented and approved. Herrick, and others, pointed out that much new policy and procedures still had to be worked out, and documented in a manual, but that process has started. L. Schuman reported that the FIE 97 mailing lists would be expanded to include

academics in the IEEE CompSoc who were not also members of the other 2 sponsoring groups. (ERM has about 800 members, EdSoc about 3000, and it was projected that an additional 300 names might result. The CompSoc will have primary management responsibility for the 97 and "98 FIE meetings, as per the authorization given at the 6/96 meeting. It was also noted that the FIE 96 session had 614 registrants, and some concern was expressed that the conferences not grow too much larger. R. Herrick suggested, and will appoint a corporate liaison to maintain contact with corporate sponsors (as distinct from exhibiters). He also plans to establish a policy on exhibiters.

IV. Awards:

Ed Society VP Victor Schutz announced that there would be 18 awards, and he and Sullivan discussed the awards and presentation procedures. EAB chair and IEEE Ed VP Yeargan proposed a procedure to allow all awardees to speak. The proposal was referred back to the steering committee. All members of the three sponsoring societies were urged to think about new awards, and also about sunsetting some of the existing awards. ERM president Karl Smith noted that ERM had an ad hoc committee already doing that.

V. New Business:

Integration of the ComSoc (participation) into the joint meetings. Several proposals were put forth, but all required the steering committee to present 4 times (3 Societies and 1 joint). It was then pointed out that the joint meetings originally served as the steering committee (as a committee of the whole), was then replaced by the steering committees, but some friction occurred, so the joint meeting was reestablished. Given that background, and the evident recent successes of the steering committee, it was voted to discontinue the joint meeting, and replace it with a steering committee (in full) meeting and presentation to the three sponsors, followed by some form of social activity, to ensure continued, informal but solidly cemented relationships. There was some discussion, without resolution, of whether the revision would be implemented at the 6/97 or 11/97 meetings.

The next meeting will be held in Milwaukee at the annual ASEE meeting, in June, 1997. A motion was made, and carried, to adjourn.