

# ***ADMINISTRATIVE COMMITTEE MEETING MINUTES***

**IEEE Education Society**

## **Minutes of the Administrative Committee Meeting**

Friday, 7 November 1997, 12:30 p.m.

Pittsburgh, Pennsylvania

(held in conjunction with the 1997 Frontiers in Education Conference)

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## Members of the 1997 Administrative Committee

The 1997 Administrative Committee of the IEEE Education Society consists of the following members:

### *Officers:*

- Victor K. Schutz (President)
- Karan L. Watson (Vice President)
- Peter Grosewald (Secretary-Treasurer)
- Robert L. Sullivan (Jr. Past President)
- Jerry R. Yeargan (Sr. Past President)

### *At-Large Members of the Administrative Committee:*

- Term ending 1997:
  - J.G. Harris
  - A.L. Moyer
  - J.A. Roberts
  - P.K. York (resigned)
- Term ending 1998:
  - Marion Hagler
  - Dan Hodge
  - Nat Dodge
  - Denice Denton
- Term ending 1999:
  - Preston "Pat" Ransom
  - Janet Rutledge
  - Hidenroi Akiyama
  - Emil J. Sarpa

### *Chairs of Standing Committees (ex-officio with vote):*

- Adam Skorek (Chapter and Regional Activities Committee)
- Burks Oakley II (Constitution and Bylaws Committee)
- Daniel Litynski (Membership Committee)

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## I. Welcome, Introductions, Minutes

Vic Schutz opened the meeting by asking the people present to introduce themselves. The minutes which were posted on the WWW were approved by the by the voting members. Vic Schutz announced that he invited the Dean of the PUC-Rio, RJ, Brazil who is the General Chair of the International Conference on Engineering Education 1998 in Rio. He will be present sometime later during the meeting.

## II. Secretary/Treasurer's Report on 1996 Finals; 1997 Three Quarters - Peter Grosewald

Peter Grosewald submitted and explained his financial report which was accepted.

### **III. Transactions - Ted Batchman**

#### **A. Backlog Reduction**

Ted Batchman reported that we were making progress in reducing the backlog of papers. The backlog was actually larger than originally anticipated. He received some manuscripts only recently. Ted now has a permanent secretary working and, at the time of the meeting, had reduced the backlog by approximately 150 papers. He has had regular correspondence with the authors and is working to get the backlog down to fewer than 100 papers by the end of 1997. He thanked all the AdCom members for their help in reviewing papers.

Vic Schutz commended Ted Batchman for his accomplishments in reducing the large backlog.

#### **B. 1997, 1998 CD-ROM Issues of the IEEE Transactions on Education - Marion Hagler, Ted Batchman**

The November 1997 CD-ROM issue Rapid Publication Supplement received 47 contributions for consideration. Review was completed for 26 of them. Of these, 16 were published on the CD-ROM and 2 in print. The experimental format, different from that of the August 1996 special issue, was to publish a printed abstract for each contributions, for easy perusing, and publish the complete contribution only on the CD-ROM, which not only provides a richer palette (multimedia, Java applets, software, ...) to authors, but also offers ample space for accommodating a large number of contributions at a small incremental cost. The November 1997 CD-ROM could have held many more contributions.

Ted Batchman and Marion Hagler then proposed the third CD-ROM issue be published in November 1998. The AdCom agreed.

#### **C. Disputed Contribution to the IEEE Transactions on Education - Ted Batchman, Vic Schutz**

A dispute between an author and three successive editors concerning the conditions for publishing a paper submitted to the IEEE Transactions on Education was discussed at length. Editor Ted Batchman indicated concern about the decision, after an appeal from the author, by representatives of the IEEE Publication Activities Board that the paper must be published even though the reviewers, the current editor, and the previous editor all had rejected the paper. Several AdCom members expressed concern about the process and the result. Vic Schutz was asked to raise the issue at the next TAB meeting and transmit the AdCom's recommendations and concerns.

At this point Dean L. C. Scavarda do Carmo, the General Chair of the ICEE-98

conference, in Rio de Janeiro, Brazil, promoted the conference, requested help from the AdCom, and invited the audience to a subsequent meeting for more details.

#### **IV. INTERFACE Newsletter - Bill Sayle**

Bill Sayle reported that the November issue of **The Interface** would be delayed while waiting on several inputs from regular contributors. He pleaded with the contributors to submit their articles in a timely manner.

A question about whether or not NEEDHA was contributing toward the cost of producing **The Interface** yielded a negative response. Bill Sayle indicated whether or not NEEDHA provided financial compensation, he recommended that **The Interface** continue to be distributed to ECE department chairs and that he would continue to solicit and publish a column from the current NEEDHA president.

#### **V. Awards - Karan Watson**

Vic Schutz commended Karan Watson for pulling together and coordinating the awards in spite of the fact that she never had the benefit serving first as Secretary.

##### **A. Education Society Awards:**

Achievement - Chalmers Sechrist reported that Jerry Yeargen will be the recipient.

Meritorious Service - In place of Ed Jones, Vic Schutz announced that Bob Sullivan was selected.

Transaction Best Paper - Due to the recent change in editorship, no award will be given this year.

McGraw-Hill/Jakob Millman - In place of Dave Irwin, Vic Schutz reported that Don Kirk and Bob Strum have been selected.

Hewlett Packard/Harriett Rigas - Pamela Mack reported that Patricia Daniels was chosen.

##### **B. IEEE/ES Fellows - Don Kirk**

There were 13 nominees for IEEE Fellow who were evaluated by the Education Society during 1997 including several excellently qualified candidates. All of the nominees were evaluated as either extraordinarily qualified or highly qualified by the Education Society's Review Committee. Five of the 13 nominees were eventually selected by the Institute for elevation to the rank of Fellow on 1 January 1998.

##### **C. FIE Awards:**

Ronald J. Schmitz - Dave Kerns reported that Dick Culver will be the recipient.

Benjamin J. Dasher Best Paper - Larry Richards (ERM), Ted

Batchman.

Helen Plants - Jim Jones (ERM) announced Alisha Waller, Ed Doering and Mark Yoder as the winners.

## **VI. President's Report - Vic Schutz**

### **A. Appointments**

Vic Schutz appointed the outgoing AdCom member, Jim Roberts, into the vacated position by Nathan Dodge for 1998.

### **B. Possible Cooperation with Meetings in Brazil and Norway.**

The Brazilian meeting was covered earlier on the agenda. Trond Clausen, Norway, was ill and could not attend. However reference was made of his outstanding presentation to hold an FIE meeting in Oslo, Norway. The consensus was to explore the feasibility of such a meeting but not in place of FIE, at this time.

### **C. TAB/EAB Issues**

Vic Schutz reported of TAB/RAB's commitment of globalizing the activities. He mentioned that the operation and activities of the Technical Activities Board (TAB) requires a learning curve. Participation in TAB activities is of vital importance to the Education Society. Vic Schutz expressed concern about the conflicting dates for TAB and FIE this year and asked future FIE meetings not be held at the same time as the TAB meetings. Vic Schutz asked Bob Sullivan to go to Atlanta and attend the TAB meeting in his place.

## **VII. Committee Reports, Liaison/Technical Area Chairs**

### **A. By-Laws - Burks Oakley II**

Constitution and Bylaws Committee Chair Oakley distributed a one-page summary of proposed amendments to the Constitution and Bylaws. Several weeks prior to the AdCom meeting, he had distributed a revised document via e-mail identifying of all these amendments. Considerable discussion ensued. The four proposed changes in the Bylaws were all adopted unanimously by the AdCom. [These changes subsequently were published in the November 1997 issue of the Interface newsletter, and are now official.] In addition, two major changes to the Constitution were adopted unanimously by the AdCom, and President Schutz was charged with forwarding these amendments to IEEE Technical Activities Board for approval. The two major changes were (1) the date by which elections must be held (changed from November 1st to December 1st) and (2) splitting the Secretary-Treasurer position into two separate positions of Secretary and Treasurer. [The TAB subsequently approved these amendments, and they were published in the April 1998 Interface; since no objections were voiced by the membership, these amendments are now official.]

Vic Schutz thanked Burks Oakley for the fine job he and his committee accomplished.

**B. Chapter - Adam Skorek**

**C. Area - Trond Clausen**

**D. Membership - Dan Litynski**

Membership Committee Chair Dan Litynski reported that he plans to attend a Membership Development Retreat for chairs of Society membership committees early in 1998. He intends to form his committee and focus on developing vision and goals for membership, gathering data, and proposing specific plans for action.

**VIII. Elections - Chalmers Sechrist**

In place of Bob Sullivan, who represented Vic Schutz at the Atlanta TAB meetings, Chalmers Sechrist conducted the elections with the following results:

- Victor Schutz, President
- Karan Watson, Vice-President
- Marion Hagler, Secretary/Treasurer

Vic Schutz thanked Peter Grosewald for his conscientious work during the last three years as Secretary/Treasurer, serving two administrations. He expressed the hope that Peter Grosewald will continue his support to the Education Society.

**IX. Old Business**

There was no old business.

**X. New Business**

There was no new business.

**XI. Next Meeting**

The next AdCom meeting will be held in Seattle, Washington, during the ASEE Annual Meeting, June 28 - July 1, 1998.

**XII. Adjournment**