IEEE EDUCATION SOCIETY
ADMINISTRATIVE COMMITTEE MEETING
2002 Frontiers in Education Conference
November 8, 2002 – Boston, MA

Minutes

Submitted by Sherra Kerns, Secretary.

The Administrative Committee Meeting of the IEEE Education Society was called to order by David Kerns at 8:02 AM on November 8, 2002 at The Boston Park Plaza Hotel, St. James Room. David Kerns gave the welcome and introductions of all attendees followed. The minutes from the past meeting on June 18 and 19, 2002 were approved as corrected and the agenda approved.

Discussion of New National Academy of Engineering (NAE) Journal
Norman Fortenberry informed the group of his plans for a new virtual journal on the scholarship of engineering education. His efforts on behalf of the NAE will highlight papers in this area. Dave Conner commented that IEEE is considering participation, and his initial sense is that this journal will complement and benefit IEEE's efforts in this area. The Education Society will explore collaboration with the NAE through our publications committee.

Policy on Cooperation with Conferences
On behalf of Marion Hagler, David Kerns distributed the April 29, 2002 draft of "Cooperation with Conferences". After some discussion, Dave Conner moved that the policy titled "Cooperation with Conferences" be adopted pending review by the staff of the IEEE Technical Activities Department. The motion was seconded and passed unanimously.

Dave Conner moved that the Society President and Vice President be authorized to modify the policy titled "Cooperation with Conferences", as required, based upon review by the staff of the IEEE Technical Activities Department. The motion was seconded and passed unanimously.

Rigas Award Process
A motion was made that IEEE EdSoc will:
  Annually name a chair-elect from among previous award winners who will serve a one-year term as co-chair, and a one-year terms as chair. [In the first year of this new process, the IEEE EdSoc will also name a chair, who will serve a one-year term.]
  Choose three additional members of the committee, also from the roll of past recipients.
  Distribute the call for nominations to ASEE engineering deans and ECEDHA department heads lists in the spring semester; include a call for nominations published in the Interface; have nominations due May 1.

Have the chair and co-chair team eliminate nominations that do not meet minimum award criteria.

Have all committee members review qualified nominees, rank order the candidates they consider highly qualified, and assign a score to each candidate.

If deemed beneficial to the process by the chair, hold a committee meeting at the ASEE conference to discuss results and finalize selection of the awardee.

The motion was seconded and passed unanimously.

General Award Processes

A motion was made that the 2003 IEEE Education Society Vice President review the awards criteria and process for all awards that the Society is responsible for and report the process to the AdCom with any recommendations. The motion was seconded and passed unanimously.

Scheduling of IEEE Education Society Administrative Committee Meeting at June 2003 Annual Meeting at the 2003 ASEE Annual Conference & Exposition, June 22-25, Nashville, TN

Joe Hughes and David Kerns led discussion about timing of committee meetings. Action was deferred to Jim Roberts and Ted Batchman to report on best meeting times to the FIE Steering Committee. No change in meeting times is anticipated at the meeting in Nashville.

Possible new awards for junior faculty members

David Kerns on behalf of Burks Oakley led the discussion of possible new awards for junior faculty members. A motion was made to establish a committee to create a young engineer's education award open to persons in the first ten years of their initial academic appointment who have demonstrated excellence in the scholarship of engineering or engineering technology education in IEEE fields chaired by the Vice President of IEEE Education Society (Ed Soc). Burks Oakley, Susan Lord and Tim Skvarenina volunteered as members of this committee. The motion was seconded and passed unanimously.

Suggested updates for the Strategic Plan

David Kerns on behalf of Chalmers Sechrist led a discussion of suggested updates for the Strategic Plan. Jim Sluss moved to approve the following changes to the EdSoc Strategic Plan:

Under Objective 3, we should include "invite members of other professional engineering societies to participate in the FIE Conference".

Under Objective 4, include "encourage collaboration between schools of engineering and schools of education". Hopefully, this would improve the technological literacy of our future K-12 teachers.

Under Objective 6, change NEEDHA to ECEDHA.

Under Objective 6, add the Liberal Education Division of ASEE to the National social science and humanities organizations.

Under Objective 7, change NEEDHA to ECEDHA.

The motion was seconded by Vic Schutz and passed.

Clarification of representatives to the FIE Steering Committee – David Kerns
We need a third member of the FIE Steering Committee. This member will be appointed by our President.

Possible cooperation with the IEEE Professional Communications and Engineering Management Societies
David Kerns led discussions of the possible cooperation with the IEEE Professional Communications and Engineering Management Societies in developing, for market, a communication, management and training "slice" of the IEEE/IEE Electronic Library (IEL). Marion Hagler will chair the effort to get EdSoc online education publications into a slice of the IEL. Dave Conner will assist in this effort.

Treasurer's Report
Rod Soukup presented the Treasurer's Report and reported that AdCom requests our President appoint a Finance Committee with a chair.

Conference Reviews and Proposals
Conference reviews were delivered:

FIE 2000 – Kansas City (KU) – Jim Roberts – No report
FIE 2001 – Reno – Ted Batchman – 515 attendees with $5,500 remaining in surplus. The books are closed.
FIE 2002 – Boston – John Orr – over 600 registrants
FIE 2003 – Boulder – Melinda Picket May, Jim Avery
FIE 2004 – Savannah, GA – Joe Hughes
FIE 2005 – Indianapolis
ITHET 2002 – Budapest – Victor Schutz
ITHET 2003 – Marakesh – Amine Benkiran, Victor Schutz
ITHET 2004 – Istanbul
ICECE 2003 – Brazil – Melany Ciampi

David Kerns opened discussion on establishing a new IEEE EdSoc conference with our society as single sponsor. Possibilities of International conferences include NSF's International Conference in Engineering Education, conferences on asynchronous learning, conferences on improving pedagogy and on the processes of learning. The sense of the group is that we will explore other conference topics. Vic Schutz, Ted Batchman, Peter Wiesner, Harriph Lachman, Wayne Johnson and Melany Ciampi will each lead efforts to explore possibilities. A meeting of interested individuals will be scheduled in Nashville separate from the AdCom meeting.

Publications Report
Dave Conner presented the publications report. Joe Hughes, or someone he identifies, will identify a special editor for compiling discipline-specific virtual issue on computer engineering education.

Awards Review
David Kerns reported that the awards for presentation at FIE 2002 are all in order, and he anticipates the awards banquet will go smoothly.

Interim Chapter of the Joint Norway/Denmark/Finland/Sweden Sections Meeting, August 16, 2002

Trond Clausen reported via e-mail that there is progress toward the establishment of a joint Norway/Denmark/Finland/Sweden sections meeting chapter.

On-line Learning Community for Assessment Report

Joe Hughes reported that a draft proposal should be completed next week.

Membership Report

The Membership report was delivered by Dan Lytinski. Dan has asked Hossein Mousavinezhad to serve as our Membership Chairman. The AdCom recommended that the President of the Ed Soc make this appointment.

IEEE PACE Report

David Kerns delivered for Nizar Al-Holou the PACE Report (Professional Activities Committees for Engineers which seeks to get IEEE members involved in professional committees). We will further explore opportunities for creating links toward common goals.

General Society Issues:

The next meeting will take place during the 2003 ASEE Annual Conference & Exposition in Nashville, Tennessee, June 22-25, 2003.

Nominating Committee Report and Elections

Jeff Froyd delivered the report on behalf of Karan Watson and conducted the election of officers and AdCom members. The results of the elections are as follows:

       President – David V. Kerns, Jr.
       Vice President – Dan Litynski
       Secretary – Joseph L.A. Hughes
       Treasurer – Rodney J. Soukup
       AdCom:
              Melany M. Ciampi
              Haniph Latchman (1 year term)
              Victor P. Nelson
              Wayne Johnson
              Russ Meyer

The meeting was adjourned at 11:00 AM.