

IEEE Education Society Administrative Committee MEETING

FIE2004 Conference

October 22, 2004 – Savannah, Georgia USA

Minutes

Submitted by Joseph Hughes, Secretary.

The Administrative Committee meeting of the IEEE Education Society was called to order at 8am on October 22, 2004 by David Kerns, President. Attendees introduced themselves.

David Kerns reminded everyone that the second EdSoc International Development open meeting would be held that evening at 6:15 pm. A meeting also was held the previous morning. Trond Clausen is taking notes on the discussions at these meetings.

1. Approval of Minutes

The minutes of the June 22-23, 2004 AdCom meeting were approved.

2. IEEE Society Review

David Kerns discussed the upcoming five-year review by the IEEE Technical Activities Board (TAB) Society Review Committee. The President will be the lead representative of the Society during the review meeting in February 2005. Current Vice-President Dan Litynski is coordinating preparation of the Society's report, which is due in January. Final drafts of report sections should be submitted to Dan by December 1. The following individuals were assigned to take the lead on the indicated report sections:

- secs 1 – 4: David Kerns and Marion Hagler
- sec 5: Burks Oakley
- sec 6: Marion Hagler
- sec 7: John Orr and Vic Schutz
- sec 8: Dave Conner, Bill Sayle, David Kerns, and Rob Reilly
- secs 9 – 10: Rob Reilly
- sec 11: Burks Oakley
- sec 12: Tony Mitchell, with assistance from Rob Reilly
- sec 13: Vic Schutz and Trond Clausen
- sec 14: Dan Litynski and Burks Oakley
- sec 15: Rod Soukup and Jim Sluss
- sec 16: Rob Reilly
- secs 17 – 20: Dan Litynski and David Kerns

There was a short discussion of general issues related to various sections of the report.

3. IEEE Publications Review

Dave Conner reported that the Education Society also is scheduled for a review by the TAB Periodicals Committee in February 2005. The President, Transactions editor, and newsletter editor will represent the Society during this review meeting. Dave reported that the draft report is almost complete, with the exception of statistics that will be compiled following the November issue of the Transactions and a report from a Transactions review committee. David Kerns appointed Jeff Froyd (chair), Susan Lord, Russ Meier, Marion Hagler, and Lance Perez to serve as the review committee.

Bill Sayle, editor of The Interface, provided an update on the newsletter. A question was asked about individuals receiving duplicate mailings of the newsletter. In response, it was noted that this occurs because the newsletter is sent to members of several different organizations.

4. Report of the ad-hoc Plagiarism Committee report

A report was presented from the ad-hoc committee appointed to review proposed plagiarism policies for the Transactions on Education. Dave Conner moved that the recommended policies in items 1 and 2 of the report be adopted. The motion was approved.

The ad-hoc committee did not propose an action on item 3, regarding the possibility of creating a new society publication, but recommended that consideration of this issue be continued until the June 2005 AdCom meeting. It was noted that the new President will need to constitute a new ad-hoc committee effective January 2005.

5. Constitution and Bylaws Update

Burks Oakley presented proposed revisions to section 4.1, 9.1, and 11.1 of the Bylaws. Jeff Froyd moved that the revisions be approved. The motion was approved. The revised text for these sections is as follows:

4.1 A slate of nominees for members-at-large vacancies of the Administrative Committee shall be prepared by the Nominating Committee. Recommendations for such nominees shall be solicited by a letter and/or e-mail sent to the Chairs of all Sub-Societies and Standing Committees by August 1st. In addition, the Chair of the Nominating Committee shall publish a call for nominations and distribute it to the entire Society membership by August 1st; such distribution shall be done electronically (e-mail distribution list and Society web site) and/or in print (Society newsletter). A nominating petition carrying a minimum of 25 names of Society members, excluding students, shall automatically place a nominee on the slate to be presented to the Administrative Committee. Recommendations and petitions are to be submitted to Nominating Committee by September 15th.

9.1 No Administrative Committee meetings shall be held for the purpose of transacting business unless each member shall have been sent notice of the time and place of such meeting 20 days prior to the scheduled date of the meeting. Provided, however, that if less than a quorum attend a duly called meeting, tentative actions may be taken which will become effective upon subsequent ratification, either at a meeting or by mail and/or e-mail, by a sufficient number of members as to constitute a majority. Minutes of such meetings shall be

mailed or sent by appropriate electronic means by the Secretary to each Committee member, who shall register his/her disapproval of any actions taken at such meetings within 10 days after receiving said minutes or he/she shall be deemed to have ratified.

11.1 Awards Committee: The Vice President shall serve as the Chair of the Awards Committee. At least one-half of the members of the Awards Committee shall hold Fellow grade. This Committee shall be responsible for recommending various forms of recognition for noteworthy contributions to the fields of interest to the Society. It shall see that deserving members are nominated for awards and prizes administered by the IEEE and other relevant organizations. This Committee shall be responsible for administering the Society's awards programs. The Committee Chair may appoint sub-committees for individual Society Awards, as well as representatives to committees involved in the selection of other awards in which the Society participates. Nominations for Society Awards shall be considered annually, although awards need not be made annually. The Committee's decisions are final and need not be ratified by the AdCom. The Committee shall review the Society's awards from time-to-time, and may propose modifications to existing Society Awards, as well as additional Society Awards, subject to approval by the AdCom and the IEEE TAB. The Committee Chair shall prepare an annual report covering all of the awards activities.

6. Chapters and Website Update

David Kerns reported on behalf of Rob Reilly, whose arrival at FIE had been delayed. Rob will provide a written report later. There are currently 21 Education Society Chapters, with several more in process. Russ Meier, who is currently pursuing a Milwaukee area chapter, raised the idea of a Distinguished Lecturer Program within EdSoc. There was discussion of the On-Line Topical Seminars, with Ted Batchman describing his experience in offering one.

7. Awards Report; Preparation for Awards Banquet

Dan Litynski presented a summary of the awards to be presented during the FIE 2004 Awards Banquet, as well as a list of other IEEE awards that could potentially be presented at FIE in some years. One issue of concern is that FIE policy requires award recipients to register for the conference in order to attend the banquet and receive their awards, but not all awards cover the conference fees as part of the award. The FIE Steering Committee is looking at this and other issues related to the Awards Banquet, in response to relatively low banquet attendance.

John Orr reported that the FIE Steering Committee had requested comments regarding the possibility of the Helen Plants Awards reverting to an ASEE-ERM award, rather than an FIE Award. A question was raised as to whether or not the status of this award had been officially changed a few years ago. Dave Conner moved to defer consideration of this issue to the June meeting. The motion was approved.

Burks Oakley reported on the 2004 Mac Van Valkenburg Early Career Teaching Award, which will be presented to Prof. Parham Aarabi, University of Toronto. Burks also reported

that the proposal for the Distinguished Member Award was moving forward to TAB for approval.

Haniph Latchman reported that IEEE had asked EdSoc to consider taking over sponsorship of the IEEE Technical Field Award for Undergraduate Teaching. It is estimated that this would cost the society approximately \$15,000 in 2007 and \$13,000 annually in future years. Marion Hagler moved that EdSoc decline the offer to take over sponsorship of this award. The motion was approved.

8. Treasurer's Report

Rod Soukup presented the report. He noted that IEEE still has not officially closed FIE 2003, which produced a surplus of approximately \$13,400 for the Society. He presented the budget forecast for the remainder of 2004 and noted that the Society had a balance of approximately \$503,000 at the end of June. According to the IEEE membership report, EdSoc has 3017 active members and 744 members in arrears.

9. Funding of Chapters

At the June meeting Rob Reilly presented a proposal to allocate funds in the Society budget to support Chapter development, which was referred to the Finance Committee for consideration. Jim Sluss reported that concerns had been raised about how other societies provided such support and about variations in funding needs for chapters in different geographical regions. Following discussion, Burks Oakley moved that a one-time budget allocation of \$2000 be authorized for Rob to use for this purpose, subject to finance committee and executive committee approval of expenditures. The motion was approved.

10. Conference Reports

- FIE 2004 – Joe Hughes reported that attendance is roughly 50 people lower than anticipated and that the conference budget is expected to break even.
- FIE 2006 – Melinda Picket-May has been appointed as the EdSoc program co-chair.

11. Meeting Committee Report

Vic Schutz reported that the policy on technical co-sponsorship of conferences has been officially adopted and posted. He also provided an update on past and upcoming ICECE and ITHET meetings.

12. Next AdCom Meeting

The next EdSoc AdCom meeting will occur during the 2005 ASEE Annual Meeting, June 11-15 in Portland, Oregon. Based on the AdCom decision last June, the ECE Division Program Chair has requested a single meeting for Monday evening.

13. Nominating Committee Report and Election

The AdCom went into executive session to hear the report and conduct elections.

Marion Hagler, chair of the nominating committee (Ted Batchman, Pat Daniels, Kruno Hernaut, Joe Hughes) presented the report. The committee presented single candidates for the president and vice-president positions and two candidates for the secretary and treasurer positions. The following officers were elected:

President: Dan Litynski, Western Michigan University
Vice President: Joseph Hughes, Georgia Institute of Technology
Secretary: John Orr, Worcester Polytechnic Institute
Treasurer: Jim Sluss, University of Oklahoma

For the four at-large positions on the AdCom for 2005-2007 terms, the committee presented 13 candidates, including four incumbents. The following were elected:

Manuel Castro, Spanish University for Distance Education (UNED)
Trond Clausen, Telemark University College, Norway
Susan Lord, University of San Diego
Rob Reilly, MIT Media Lab

At this point the meeting was **formally adjourned**. After a short break, the meeting reconvened informally to hear the following conference reports.

14. Conference Reports (continued)

- FIE 2005 (Indianapolis, October 19-22) – no report
- FIE 2006 (San Diego, October 28-31) – This meeting will be held Saturday through Tuesday, based on hotel availability.
- FIE 2007 (Milwaukee, October 10-13) – Contracts are currently in negotiation.
- ITHET 2004, in Istanbul, was well attended. ITHET 2005 is scheduled for July 7-9 in Santo Domingo.
- GCETE 2005 (Bertioga, Brazil, March 13-16) received 700 abstracts and over 300 have been accepted.
- ICECE 2005 (Madrid, November 13-16) – Interested in technical co-sponsorship, but a formal proposal has not yet been submitted.