

# TC-ILE Bylaws

Version V1

2021-10-16

## Governance

Under the supervision and the coordination of the IEEE Education Society Technical Activities Committee, the **Technical Committee on Immersive Learning (TC-ILE)** is established to (1) promote, advance, and disseminate state-of-the-art scientific information and resources of immersive concepts, tools, and environments for educational purposes, (2) identify and bring together diverse groups of researchers, practitioners, and industry professionals of relevant fields, and (3) to provide professional development opportunities for academic and industry professionals.

## TC-ILE Leadership

TC-ILE Executive Committee shall have a Chair, two Vice-Chairs, a Secretary, and 4 TC-ILE Executive Board Members.

These Executive Board roles are described below:

***TC-ILE Chair.*** The chair pursues the objectives as listed (1, 2, 3) in the Governance.

***Vice-Chairs.*** Report to the TC-ILE Chair. Work together with the TC-ILE Chair on strategic subjects.

***Secretary.*** Report to the TC-ILE Chair. Communicate with TC-ILE members. Take notes on agenda and produce minutes.

***Executive Board Members.*** Report to the TC-ILE Vice-Chairs. Work together with the TC-ILE Vice Chairs and Secretary to complete specific TC-ILE priorities.

## Appointment of TC-ILE Leadership

The TC-ILE Chair shall be appointed by the President of the IEEE Education Society in January for a period of 2 years based on at-large applications from the pool of TC-ILE members and nominations from the TC-ILE Steering Board. The TC-ILE Chair position can be renewed for a single, additional 2 year period.

The TC-ILE Chair shall appoint two Vice-Chairs and the Secretary. Nominations of leadership roles shall be fairly balanced between genders, world regions, and countries. The dominating influence of Members' institutional affiliations must be avoided.

Vacant Executive Board Membership roles are filled by election among all TC-ILE members, announced by the Secretary with due time for candidates to announce their intent to other members. The election is organized by the current TC-ILE leadership. Preferably, also junior members should be encouraged to stand for one of the open executive board roles.

Vacancies emerging during the appointment period of the executive board members must be announced by the secretary to the TC-ILE members, with due time for nomination proposals by any two members of the TC-ILE besides the proposed member. Upon collection of proposals, the current Executive Board shall vote on acceptance or refusal of the proposals for the remainder of the original appointment period.

The appointment of elected Executive Board Members must be ratified by the existing Executive Board. The appointment of the TC-ILE Vice-Chairs and TC-ILE Secretary and interim Executive Board Members need to be approved by the existing Executive Board. TC-ILE Chairs, Vice-Chairs and TC-ILE Members must all be IEEE Education Society members.

The appointment of all of the above stated leadership roles is for 2 years, which could be renewed. Overall, the maximum time length for the Chair would be 4 years. Any other role beyond Chair has no maximum appointment time.

Members can serve in rotated roles.

## **Appointment of TC-ILE General Members**

TC-ILE General Members must be IEEE Education Society members. Members cease to be so either due to leaving the society or for requesting to leave the TC-ILE or by being expelled by a Steering Board decision.

Application process can be started by self-nomination or invitation. Applicants shall provide a link to their CV and a very brief motivation statement including their main expertise.

## **Voting within the Leadership**

Votes can be approved by a majority of the members present, decisions are valid if at least half the Executive Board is present. In case of conflict of interest, single Executive Board Members must not vote. Equal votes can be finally decided by the Chair. A conflict of interest is any situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

## **Funding**

Funding for the committee shall be provided by the IEEE Education Society in the annual budget request. Once approved by the IEEE Education Society ExCom and AdCom, funds will be available to support the TC-ILE activities. In addition, TC-ILE has the opportunity to raise additional funds, if in line with the activities described in the next section. The Chair shall be responsible for the appropriate use of the approved funds with supporting documentation; funding support has to be approved by the Executive Board.

## **Activities**

The TC-ILE shall engage in various activities in order to advance the goals described above, including but not limited to the following, after approval by the Executive Board:

- Identify and promote current and new areas of research, webinars and panel series;
- Propose special sessions to relevant IEEE sponsored conference organizers;
- Propose special issues in relevant IEEE journals;
- Recommend candidates/papers for awards and collaborate on production of tutorials and book series;
- Identifying funding opportunities to support collaboration and research activities among members of the committee and apply for funding
- building communities to stimulate research and seek collaboration with other ILE-TC's task force groups and other IEEE TCs.

## **Meetings**

Meetings will be called by the Chair once or twice a year, usually in conjunction with one of the related major conferences in the field or as requested by the TC-ILE Members. Sufficient advance notice of the meetings will be given to the Members, as well as to other interested parties. The Chair shall prepare an agenda before the meeting, and the Secretary shall prepare minutes for distribution after the meeting.

Extraordinary meetings can be called by the chair to address matters of urgency impacting the TC-ILE mission and objectives, with two weeks notice.

## **Tasks Forces**

ILE-TC can identify and build task force groups focusing on specific aspects in immersive learning to pursue activities approved by the Executive Board.

## **Open issues**

All issues not foreseen in these bylaws default to resolution proposals by the Executive Board, subject to appeal to IEEE EdSoc.

## **Founding Members**

- Dennis Beck
- Leonel Caseiro Morgado
- Andreas Dengel
- Heather Dodds
- Daphne Economou
- Christian Guetl
- Mark J. W. Lee
- Tassos Anastasios Mikropoulos
- Anasol Peña-Rios
- Melanie Platz
- Minjuan Wang