ADMINISTRATIVE COMMITTEE MEETING MINUTES

IEEE Education Society

Administrative Committee

Administrative Committee Meeting, Friday, November 6, 1998, 1:30 p.m. - 3:30 p.m.
Delores Room, Tempe Mission Palms Hotel, Tempe, AZ

Held in conjunction with the:
1998 Frontiers in Education Conference, November 4 - 7, 1998

Minutes

Version: June 10, 1999 (Approved June 22, 1999)

I. Welcome, Introductions, Approval of Minutes - Vic Schutz

Attendees included Hidenori Akiyama, Ted Batchman, John Boye, Trond Clausen, David A. Conner, Pat Daniels, Anthony Donaldson, Gerald L. Engel, Hugo Figueroa, Marion Hagler, James G. Harris, David Hata, Kruno Hernaut, O. Kaynak, Dave Kerns, Sherra E. Kerns, Don Kirk, Dan Litynski, Alfred L. Moye, Burks Oakley, Pat Ransom, Jim Roberts, Ashraf Saad, Bill Sayle, Victor K. Schutz, Chalmers Sechrist, David T. Shaw, Tim Skavrenina, Adam Skorek, Jim Sluss, Karl Smith, Rod Soukup, Bob Sullivan, Karan Watson, Samuel White, Jr., Arthur Winston, Jerry Yeargan, Mark Yeary, and Mark A. Yoder.

The minutes of the June 1998 meeting, posted before the meeting on the Web, were approved without modification.

II. Secretary's/Treasurer's Report - Marion Hagler
1997 finals, 1998 three quarters, 1999 budget

Secretary/Treasurer Hagler distributed copies of a Balance Sheet provided by the IEEE to the Education Society. At the end of September 1998, the Total Assets of the Society amounted to $217,560, with $132,430 of that amount held in long term investments. Early-September budget figures from the IEEE show income considerably above budget and expenses slightly above budget for the year to date.

The 1999 budget for the Education Society was approved earlier by the Administrative Committee by e-mail. The Finance Committee of the IEEE Technical Activities Board (TAB), who oversee our finances, is concerned about a 1999 projected budget deficit of $22,000. The projected deficit results in large part because the IEEE budget development process projects into the 1999 budget what appears to be a one-time problem with charges related to a Frontiers in Education Conference, as discussed during Treasurer's Report at the June 1998 meeting of the Administrative Committee. If the IEEE Education

Society runs a significant budget deficit for 1998, the TAB Finance Committee will insist on remedial measures in the 2000 budget.

III. Publications

Transactions on Education - Ted Batchman

Editor-in-Chief Batchman reported 127 submissions so far for 1998, a rate of about 12 to 13 papers per month. A total of 246 contributions are under review. Some Associate Editors have 20 to 25 contributions under review. Only 5 contributions await assignment of reviewers. The average acceptance rate for contributions is 32%.

Editor Batchman reports considering two special issues: one on assessment and ABET Engineering Criteria 2000; and one on software engineering. He reports that conferences are approaching him with proposals to publish selected papers from the conferences.

Interface Newsletter - Bill Sayle

Newsletter Editor Sayle distributed draft copies of the November 1998 issue of The Interface, which features an article by Yale N. Patt entitled The First Computing Course for CS, CE, and EE Majors at Michigan. The issue is expected to appear shortly.

V. Conferences

ICECE 99 - Rio de Janeiro, Brazil - Hugo Figueroa, Co-General Chairman

Hugo Figueroa encourages participation in the International Conference on Engineering and Computer Education (ICECE) in Rio de Janeiro, Brazil, August 11-14, 1999. ICECE has the technical cooperation of the IEEE Education Society.

ICEE '99 - Ostrava and Prague, Czech Republic - Vaclav Roubicek, General Chair

Win Aung, National Science Foundation, encourages participation in the International Conference on Engineering Education '99 during August 10-14 in Ostrava (August 10-12) and Prague (August 13-14), Czech Republic.

International Conference on Information Technology Based Higher Education and Training - Istanbul, Turkey - Okyay Kaynak, General Chair

Okyay Kaynak asked the IEEE Education Society for technical cooperation with the International Conference on Information Technology Based Higher Education and Training to be held in Istanbul, Turkey, July 3-5, 2000 (Note change of date from 10-12 April, 2000). The EAEEIE (European Assoc. for Education in Electr. and Information Engng.) and SEFI (European Society for Engineering Education, applied) already have agreed to technical cooperation with this meeting. Burkes Oakley moved, and Bill Sayle seconded, that the IEEE Education Society join EAEEIE and SEFI in technical cooperation for this meeting. The motion carried.

FIE '00 - Kansas City, MO - Jim Roberts, General Chair

Jim Roberts, General Chair, distributed a flyer for FIE 2000, October 18-21, 2000, at the Hyatt Regency Crown Center, Kansas City, MO.

V. Awards - Karan Watson

Vice-President Karan Watson gave a brief preview of the awards to be presented at the FIE Awards Banquet on Saturday, November 7, 1998.

VI. President's Report - V. Schutz

President Schutz named Ted Batchman as the IEEE Program Co-Chair for FIE 2000. He appointed Dave Kerns as Secretary of the FIE Steering Committee and named Jim Roberts to a three-year term as a representative (joining Dave Kerns and Sherra Kerns) to the FIE Steering Committee from the IEEE Education Society.

VII. Committee Reports, Liaison/Technical Area Chairs

A. Constitution and Bylaws - Burks Oakley II

Burks Oakley reported that changes in the Constitution and Bylaws approved by the Administrative Committee at its last meeting subsequently received all necessary approval from IEEE entities and are now in effect. Specifically, the offices of Secretary and Treasurer are now separate. No new changes are being considered.

B. Chapter - Adam Skorek

Adam Skorek reported that the IEEE Education Society has 9 chapters this year, up 1 from last year. He reported an objective to encourage separate new chapters targeted specifically at Scandinavian and Baltic countries. He also reports that the Education Society is one of the few IEEE Societies that does not provide financial support to its chapters. He proposes that we consider $1000 to $2000 per year per chapter and require reports of Chapter activities.

C. Membership - Dan Litynski

Dan Litynski reported that Education Society membership is up 3.1% over last year, about the same increase as in the overall IEEE membership. Over 9,000 IEEE members are members or former members of the Education Society, although current membership is slightly over 3,000. A worthy goal is to bring former members back to the Education Society.

D. EAB Precollege Education Coordinating Committee - Chalmers Sechrist

Chalmers Sechrist, Past President of the IEEE Education Society and currently Chair of the IEEE EAB Precollege Education Coordination Committee, reported success of the Technological Literacy Counts Workshop in launching a collaborative effort between engineers and educators to promote universal technological literacy. He expressed appreciation to the Education Society for $5,000 it invested in the workshop.

VIII. Other

Don Kirk, member of the IEEE Press Board, solicited suggestions for books, topics, formats and authors.

IEEE President Elect Ken Laker encouraged attendance at a Saturday morning presentation about The Sloan Career Cornerstone Project: Multimedia Career Education for Undergraduates in Engineering, Math, and Science.

IX. Nominating Report and Elections - Robert Sullivan

Based on a report from the Nominating Committee by Bob Sullivan, the voting members of the Administrative Committee elected the following people to office:

- Karan L. Watson, President
- Marion O. Hagler, Vice President
- David V. Kerns, Secretary
- Rodney J. Soukup, Treasurer
- Trond Clausen, Member-at-Large of the Administrative Committee
- Hugo Hernandez Figueroa, Member-at-Large of the Administrative Committee
- Arthur T. Murphy, Member-at-Large of the Administrative Committee
- Mark A. Yoder, Member-at-Large of the Administrative Committee

The newly elected Members-at-Large of the Administrative Committee will serve three years, until the end of 2001.

X. Adjournment

The meeting adjourned at 3:30 p.m.

The Administrative Committee of the IEEE Education Society next will meet, twice, during the 1999 ASEE Annual Conference and Exposition in the Charlotte Convention Center, Charlotte, NC. The first meeting (Session 2232) will be from 8:30 a.m. to 10:15 a.m. on Tuesday June 22, 1999 in Room 212A/B of the Convention Center. The second meeting (Session 3132), a breakfast ($11), will be from 7:00 a.m. to 8:15 a.m. on Wednesday, June 23, in the Carolina D Room of the Adams Mark Charlotte Hotel.

Respectively submitted,

Marion Hagler
Secretary/Treasurer
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