

**IEEE EDUCATION SOCIETY  
ADMINISTRATIVE COMMITTEE MEETING**  
Frontiers in Education Conference  
November 7, 2003 – Westminster, CO

**Minutes**

Submitted by Joseph Hughes, Secretary.

The Administrative Committee Meeting of the IEEE Education Society was called to order by David Kerns.

The minutes from the past meeting on June 24-25, 2003 were approved. The agenda for this meeting was approved.

**1. IEEE All-Society Research Project Results**

David Kerns provided an overview of the results of the survey. The reported satisfaction with the Education Society was generally lower the overall levels for the IEEE.

An ad-hoc committee was appointed to review the results and make recommendations to the AdCom. The members are Tony Mitchell (chair), Tim Skvarenina, and Joseph Hughes.

**2. Constitution and Bylaws Updates**

Burks Oakley presented a proposal to revise the Education Society bylaws to address several issues. *Russ Meier made a motion to approve the proposed additions/changes to sections 7.4, 7.6, 7.7, 11.5, and 11.9. The motion was approved.* The new/ revised text for these sections is as follows:

7.4 The editor of the Interface (the Society newsletter) shall serve as a co-chair of the Publications Committee.

7.6 The Society shall maintain a presence on the World Wide Web (a web site). The webmaster responsible for this web site shall be appointed by the President of the Society, with the advice and consent of the Administrative Committee. The webmaster may serve indefinitely subject to mutual agreement with the President. The Society's web site should include a listing of the Society officers, members of the Administrative Committee, and committee chairs and members, as well as meeting agendas and minutes, materials for Society events, Society reports and newsletters, and other materials as requested by the President of the Society.

7.7 The Society shall maintain several electronic e-mail lists. One list shall be used for rapid dissemination of information of interest to the membership, such as conference announcements, calls for papers, regional events, and submission deadlines; all members should be automatically added to this list, with a simple provision for unsubscribing. Another list shall be used for discussion by the membership of topics within the field of interest of the Society; subscription to this list shall be voluntary. Other lists shall be created as necessary, as recommended by the Society President with the consent of the Administrative Committee.

11.5 Meetings: This Committee shall, as required, assist the respective Program Committees in planning and selecting programs for meetings, including conferences, conventions and symposia, within the field of interest of the Society. In addition, this Committee shall investigate and propose new meetings, and shall evaluate proposals for new meetings.

11.9 Fellow: Each year, this Committee shall evaluate the nominations to IEEE Fellow grade of candidates whose accomplishments are in the fields of interest of the Education Society, and shall report its findings in a timely manner to the IEEE Fellow Committee. This Committee shall consist of a chair and at least four other members, all of whom must be Fellows of the IEEE.

**3. Update on Planning New OnLine Conference**

Burks Oakley and Tim Skvarenina presented an update on possibilities for the Society to establish or participate in on-line conferences. General discussion indicated interest and planning efforts will continue.

**4. New Chapter Update**

Rob Reilly reported that a new chapter has been established in France and that there were ongoing discussions with three other potential new chapters.

**5. New Web Site and Society Wide Email Mailing List (and Newsletter)**

Rob Reilly reported that the Education Society web site is operational and he presented statistics on accesses (hits) on the site. Two mailing lists have been established – one for news and announcements and one for discussion of topics related to EdSoc’s field of interest. Rob will be preparing and distributing regular (roughly monthly) email bulletins to those on the news mailing list.

**6. Awards Report; Preparation for Awards Banquet**

Dan Litynski provided an update on the awards to be presented at the FIE banquet. The issue of coordination with respect to the Rigas award was discussed.

**7. Mac Van Valkenburg Early Career Teaching Award**

Burks Oakley presented a proposal for the creation of the Mac Van Valkenburg Early Career Teaching Award. After discussion, the proposed eligibility requirements were modified to replace “tenured or tenure-track faculty” by “regular, full-time (as determined by their institution) faculty”. *Burks Oakley made a motion to approve the proposal. The motion was approved.* If approved by the IEEE in time, this award would be initially presented at FIE 2004.

**8. Publications Report**

David Conner presented a report on the *IEEE Transactions on Education*. A review of the responses from an IEEE member survey identified three issues for consideration and possible action: publication of conference papers, desire for more papers focusing on pedagogy and educational methods, and desire for more non-engineering papers.

The November 2003 issue of *Transactions* will be a special issue, developed in conjunction with ECEDHA, on the future content of EE curricula.

Data on usage of IEEE Xplore shows the *Transactions on Education* ranking in the top

2% of all publications and in the top 50% of periodicals. David also reported that there had been no further interactions with the Engineering Management Society.

#### **9. Treasurer's Report**

Rodney Soukup presented the Treasurer's Report. EdSoc received almost \$22,000 as its share of the surplus from FIE 2002, \$4000 from the ECE Division of ASEE toward the newsletter costs, and \$1500 from ITHET 2003.

#### **10. Membership Report**

Hossein Mousavinezhad reported that he is working with several smaller conferences. Efforts are being made to improve collaborations with ASEE and David Kerns has talked with Frank Huband about joint membership recruiting. Suggested actions for increasing membership include contacting people who don't renew their membership and contacting non-member authors who have published in *Transactions on Education*.

#### **11. Policy on Cooperation with Conferences**

David Kerns reported that he has followed-up with IEEE regarding the issue of voluntary versus mandatory contributions for conferences with "technical cooperation" with EdSoc.

#### **12. Conference Reviews and Proposals:**

Ted Batchman reported on several issues that are being considered by the FIE Steering Committee meeting, including (1) publication of the best conference papers in the Journal on Engineering Education, (2) international locations for future FIE conferences, and (3) interest from the National Academy of Engineers in co-sponsorship of FIE. EdSoc also needs to appoint a program committee chair for FIE 2005.

- a. FIE 2003 (Boulder) – total attendance exceeded 650, including approximately 100 attendees sponsored by Hewlett Packard
- b. FIE 2004 (Savannah) – the Call for Papers is now available.
- c. FIE 2005 (Indianapolis) – the conference hotel has been locked-in
- d. International Symposium with IGIP; Freiburg 2004 (co-sponsored) – Victor Schutz, Federico Fluckiger (President IGIP), and Rudolf Scheurer (symposium chair) reported. David Kerns requested approval to explore, in consultation with the executive committee, further collaborations with IGIP. *Russ Meier made a motion to that effect, which was approved.*
- e. World Congress on Engineering and Technology Education (WCETE 2004, co-sponsored) and update on EdSoc activity in Brasil –Melany M. Ciampi provided a report.
- f. ITHET – Okyay Kaynak reported conference attendance at ITHET 2003, Marakesh, of approximately 200. The largest sources of attendees were France (27) and Japan (23). ITHET 2004 will be held in Istanbul, which was the site of the first

ITHET, and HP will again provide support. *Marion Hagler made a motion to recommend to IEEE that the ITHET proceedings be included in Xplore. The motion was approved.*

- g. Region 4 eIT – Russ Meier reported that the conference will be held in June 2004 with an expected attendance of 80-150. *Burks Oakley made a motion to approve EdSoc technical cooperation with the conference. The motion was approved.*

**13. Next Meeting** – The next AdCom meeting will be held during the 2004 ASEE Annual Conference and Exposition, Salt Lake City, Utah, June 20-23, 2004.

**14. Nominating Committee Report and Election**

Marion Hagler, chair of the nominating committee (Ted Batchman, Pat Daniels, Kruno Hernaut, Joseph Hughes) presented the report.

For the officer positions, the committee recommended that all of the currently-serving officers be re-elected for 2004. There were no additional nominations and the following slate was re-elected:

President: David Kerns, Olin College of Engineering  
Vice President: Dan Litynski, Western Michigan University  
Secretary: Joseph Hughes, Georgia Institute of Technology  
Treasurer: Rod Soukup, University of Nebraska – Lincoln

For the four at-large positions on the AdCom for 2004-2006 terms, the committee presented six candidates, including two incumbents. There were no additional nominations and the following individuals were elected:

Susan Conry, Clarkson University  
Haniph Latchman, University of Florida  
Tony Mitchell, North Carolina State University  
John Orr, Worcester Polytechnic Institute

There being no further business, the meeting was adjourned.